

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR HERTZBERG**

Senator Hertzberg is seeking a hard-working, motivated, and energetic individual to work on policy and legislation in his Capitol Office.

BASIC FUNCTIONS:

The Legislative Aide will take primary responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor. Work with policy committee staff, legislative staff, lobbyists and advocates. Assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

DUTIES:

Staff legislation authored by the Senator, including investigating the viability of bill proposals, researching and analyzing issues, developing briefing materials, generating support for legislation, and targeting support and opposition for such. Meet with stakeholders; schedule witnesses for hearings; develop press releases related to legislation. Review legislation and corresponding analyses and advises Member.

KNOWLEDGE OF:

The candidate should have an understanding of the legislative process as well as the structure and policies of state government. Prior knowledge and experience in specific policy areas is also beneficial.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative and a detail orientated strategic thinker who is able to handle multiple projects, and work well individually and collaboratively as part of a team.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3548 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Michael Bedard
State Capitol Room 4038
Sacramento, CA 95814