

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT / EXEC  
COMMITTEE ON ENVIRONMENTAL QUALITY**

**BASIC RESPONSIBILITIES:**

The Principal Consultant/Exec will assist legislators, legislative staff, and the public in all matters relating to legislation within their area of expertise. May represent the Committee Chair with regard to legislation before the Committee, or directly staff legislation, at the direction of the Chair. In the Environmental Quality Committee, Principal Consultant is required to edit other consultants' analyses, prepare and edit publications, and manage informational and oversight hearings.

**DUTIES AND ATTRIBUTES:**

As Principal Consultant/Exec of the Committee, the position has several key duties, including preparing written committee analyses for all bills assigned to the consultant. Analyses not only summarize legislation, but establish a measure's policy and historical context, identify key issues, assess arguments, and discuss tradeoffs. Orally brief the Committee Chair, members of the Committee, members of the Senate, and legislative staff regarding legislation considered by the Committee at its hearings. Draft amendments, record committee actions and votes, and perform any other stewardship duties necessary to implement the Committee's actions during hearings on legislation consistent with the Senate and Joint Rules, as well as the custom and practice of the Senate. Establish and constantly expand expertise in a policy area sufficient to provide responsive, accurate, and expert advice and information to members of the Senate, legislative staff, journalists, lobbyists, and members of the public. Possess extraordinary writing and research skills. Demonstrate ability to communicate clearly and accurately orally and in writing with legislators, legislative staff, and members of the public. Excel both as a member of a professional team, and with the individual work of the policy analyst

**EDUCATION:**

Bachelor's degree required. Graduate degree in public policy or law, and legislative staff experience are preferable, but not necessary.

**POSITION QUALIFICATIONS:**

Candidates should have experience in one or more of the following: the legislative process; policy analysis; or local government. Background in local government finance or the duties and powers of local agencies is desirable.

**PAY RANGE AND FILING DATE:**

Salary starts at \$8658. Applications will be accepted from November 21, 2018 until November 28, 2018 or until position is filled.

**SUBMIT COVER LETTER, RESUME, APPLICATION AND A WRITING SAMPLE  
TO:**

Senate Human Resources  
LOB, Room 571  
Sacramento, California 95814