

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
SENATE HUMAN SERVICES COMMITTEE**

BASIC RESPONSIBILITIES:

Under the supervision of the Staff Director, the Principal Consultant is responsible for preparing written policy analyses and tracking legislation in a diverse portfolio of policy areas, providing timely and accurate information to the Chair, Senate leadership, and members of the Committee, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES:

The Principal Consultant will draft Committee and Floor analyses, negotiate legislative amendments, present policy rationale to the Chair, organize oversight and informational hearings, and prepare speaking points for the Chair. As professional advisors to members of the Senate, consultants are expected to work with a high degree of independence, display initiative in developing legislative language, and work constructively and collaboratively within the a team environment. Position requirements include excellent written and verbal communication skills, strong analytical expertise, and an ability to work independently.

POSITION QUALIFICATIONS:

Candidates must have a background and familiarity with policy issues within the jurisdiction of the Human Services Committee and/or experience and knowledge of the legislative process. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing amendments to improve policy and clarify the intent of legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

SALARY AND FILING DEADLINE:

Salary starts at \$6,392 a month plus benefits. Applications received until position is filled.

SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:

Taryn.Smith@sen.ca.gov