

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
STAFF DIRECTOR
SENATE VETERANS AFFAIRS COMMITTEE**

BASIC RESPONSIBILITIES: The Staff Director is responsible for the functioning of the Committee, including supervising support staff, as well as providing guidance, leadership and counsel to the Chair and members of the Committee on veteran and military related matters. Applicants must have significant experience in California's legislative process, and broad policy knowledge of areas within the Committee's jurisdiction.

The successful applicant must be able to work under tight deadlines, have flexibility to work nights and weekends as needed, and have the ability to succeed in a fast paced and high pressure work environment.

DUTIES AND ATTRIBUTES: Prepare in-depth, accurate, and timely written analyses of legislation referred to the Committee. Provide accurate and sound policy advice to the Chair and Members. Work with legislative authors and stakeholders to identify and resolve policy issues. Work with internal and external parties to clarify content and impact of legislation and advise Chair and Members of the likely effect of legislation before the Committee. Act as intermediary between Members and external lobbyists, Administration staff, and other stakeholders. Maintain a high level of understanding of what transpires within assigned policy areas during budget deliberations with the Administration and stakeholders.

Staff the Chair on veteran and military related legislation including, but not limited to: idea generation; drafting bill language; preparation of background materials; working with stakeholders; drafting talking points; and, negotiating with the Administration.

Assist the Chair in performing legislative oversight of executive branch implementation of veteran and military related programs, to include planning and conducting oversight and informational hearings.

Provide constituent assistance to veterans, serving members of the military, and their families who contact the Committee with needs.

POSITION QUALIFICATIONS: Prefer a Veteran or a person with extensive experience working closely with Veterans and issues related to Veterans. Prior experience as a Committee Consultant is a plus but not required. Prior management experience demonstrating the ability to create a cohesive team or an ability to demonstrate / understand appropriate managerial skills. At least five years of experience working in and/or around the Legislature. Successful applicants will have exceptional organizational skills, demonstrated ability to work under strict deadlines, and be process oriented. Must be able to interact effectively with internal and external parties; communicate clearly and concisely, orally and in writing; balance time demands with multiple deadlines. Ability to build and foster relationships with elected officials and their staff, as well as Veteran groups.

EDUCATION: Bachelor's degree is required. Graduate degree is preferred.

PAY RANGE AND FILING DATE: Salary starts at \$7,724 per month. Applications accepted until November 12, 2018.

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

Senate Human Resources
1020 N Street, Room 571
Sacramento, CA 95814