



## WASHINGTON STATE SENATE COMMITTEE SERVICES JOB ANNOUNCEMENT

### *Staff Coordinator Position for the Senate Human Services & Corrections Committee*

The Washington State Senate office of Senate Committee Services (SCS) is seeking candidates for the position of Staff Coordinator for the Human Services and Corrections Committee. This is a full-time, nonpartisan position, exempt from civil service.

For more information on Senate Committee Services, please visit our website at:  
<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

#### **DUTIES AND RESPONSIBILITIES**

Senate Committee Services provides a full range of nonpartisan staff services to the members and committees of the Senate in Olympia. This includes research, drafting, and administrative support services. The Staff Coordinator position is one of fourteen committee coordinator positions within SCS. The Staff Coordinator:

- Functions as the lead staff person for the committee Chair and Ranking Minority member in facilitating the committee process and coordinating the work of committee staff;
- Assists the Chair in developing committee schedules, formulating agendas, tracking legislation, and coordinating the development of interim work plans and studies; and
- Assigns, coordinates, and supervises the progress and performance of committee analysts/counsel with varying levels of experience on core legislative work products and services.

The Staff Coordinator also functions as a lead committee analyst or attorney, with issue and bill assignments commensurate with non-supervisory analysts and attorneys. The Staff Coordinator may take lead analytical responsibility for many of the most complex measures before the Committee. As such, the Staff Coordinator:

- Performs thorough analysis and research on public policy issues;
- Develops and evaluates options to assist Senators in meeting their policy goals;
- Drafts bills and amendments;
- Presents oral and written staff reports on legislation and other policy matters before the Committee;
- Monitors and evaluates implementation efforts by state agencies;
- Responds to inquiries on a wide variety of policy issues related to the committee assignment areas; and
- Develops appropriate professional relationships with state agency staff and interest groups.

## **DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

Candidates must have a working knowledge of the legislative process derived from experience in a nonpartisan legislative or other public policy making setting. Substantive knowledge of human services and corrections issues and principles of organization and personnel management are desirable.

Candidates must be creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills. Demonstrated research, analytical, and organizational skills are required, along with proficiency in multiple computer software applications, including word-processing software, presentation applications, and on-line research. Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, high-pressure legislative environment offers.

Either a master's degree in public administration, public policy, or a related field or a law degree is desirable.

## **SALARY & BENEFITS:**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATION PROCEDURES:**

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications for the position; (2) a current resume detailing experience and education; (3) a writing sample demonstrating the applicant's policy and/or legal research and analysis skills; and (4) at least three references with current telephone numbers to:

Susan Howson, Director  
Senate Committee Services  
PO Box 40466  
Olympia, Washington 98504-0466

*Electronic applications may be sent to: Cheri Randich at [Cheri.Randich@leg.wa.gov](mailto:Cheri.Randich@leg.wa.gov)  
Phone contact: Cheri Randich at (360) 786-7772.*

Applicants are encouraged to submit materials as soon as possible as screening will begin immediately. The application period will remain open until filled. The applications will be reviewed as received.