

WORKING AT THE HAWAI'I STATE SENATE



2009 Legislative Session

SENATE PRESIDENT COLLEEN HANABUSA

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This presentation provides information about working at the Hawai'i State Senate.

We hope you will consider working for the Senate and serving Hawaii's people during the 2009 legislative session .

Service

INTRODUCTION TO GOVERNANCE

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Our state government is a representative democracy built upon self-governance.

responsibility

The Legislature is one of the 3 branches of Hawai'i's state government



Legislative
Makes laws



Executive
Implements and enforces laws



Judicial
Interprets laws

OVERVIEW OF THE SENATE

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The Senate is considered the upper chamber of the state legislature because in addition to enactment of legislation, the Senate holds advise and consent responsibility for gubernatorial and judicial appointments.

leadership

The Senate is composed of 25 members who are elected to four year terms that are staggered; 13 Senators are elected in one election cycle and 12 Senators are elected in the next election cycle.

The House of Representatives is composed of 51 members who are elected to two year terms every election cycle.

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Our state legislators are the elected representatives of the people and as such are empowered to advocate various perspectives through the legislative process.

The Legislature meets in Honolulu, Oahu in the State Capitol that was built in 1969. The Hawai'i State Capitol is the only state capitol building that has an open air rotunda.

The Legislature convenes every year on the third Wednesday in January for 60 working days excluding weekends, holidays, and mandatory recesses.

Session Business

- Each annual Session convenes at 10:00 am on the third Wednesday in January.
- Daily business of the Senate
 - Measures Heard by Committee (s)
 - Floor Votes on Measures
 - Action on Messages from the Governor/Judiciary
 - Recognize Constituents on Senate Floor

Working at the Senate

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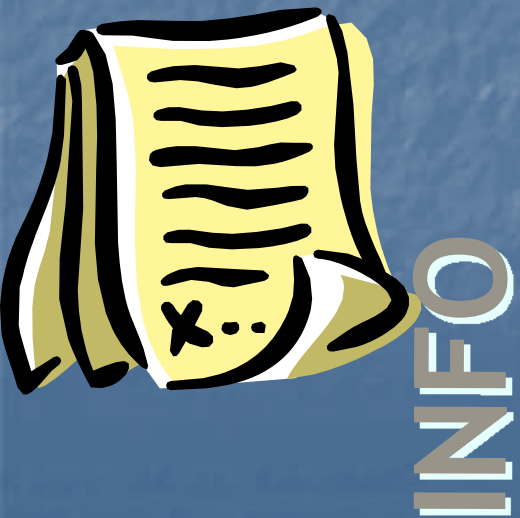
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- o Positions Available
- o Benefits
- o How to Apply



JOB OPPORTUNITIES IN THE UPCOMING 2009 SESSION



POSITIONS AVAILABLE

(4 to 6 months temporary full-time employment starting December/January 2008 until May 2009)

- **Work in the dynamic and fast-paced legislative branch**
- **Develop working relationships with elected officials, other legislative staff, and the public**
 - **Serve as key staff in our Senate operations**

POSITIONS AVAILABLE

BUDGET ANALYST

Detail-oriented individuals with strong analytical and communication skills to manage confidential information, analyze and make recommendations on agency budget requests, and brief committee members. Knowledge of state government operations and legislative process desirable, but not required. Bachelor's degree in Accounting, Finance, or business with working knowledge of Microsoft programs.

POSITIONS AVAILABLE

COMMITTEE CLERK

Detail-oriented individuals with strong organizational and communication skills to manage committee operations and legislative documents, schedule and attend public hearings, and manage confidential information. Knowledge of state government operations and prior legislative experience is highly desirable. Bachelor's degree and working knowledge of internet applications and Microsoft programs.

POSITIONS AVAILABLE

LEGISLATIVE ASSISTANT

Service-oriented individuals to assist with general office duties, including answering telephones, managing e-mail messages, responding to constituent requests. Previous work experience in an office environment desirable. High school graduation and working knowledge of Microsoft programs and copying/scanning equipment.

POSITIONS AVAILABLE

RESEARCHER

Team-oriented individuals with strong analytical, research, and writing skills to develop policy briefs, respond to requests for information, and create district newsletters and congratulatory certificates. Bachelor's degree and working knowledge of internet applications and Microsoft programs.

POSITIONS AVAILABLE

RESEARCH ATTORNEY

Team-oriented individuals with strong analytical, research, and writing skills to draft legislation, committee reports, and legal memoranda. Ability to maintain confidential information. Familiarity with Hawaii Revised Statutes and membership in Hawaii Bar desirable. Law degree and working knowledge of internet applications and Microsoft programs.

BENEFITS

- Healthcare Coverage
- Learn the Legislative Process
- Reference for Future Employment
- Training and Career Development

HOW TO APPLY

Please send cover letter and resume
using one of the following methods:

E-Mail: sclerk2@capitol.hawaii.gov

-OR-

FAX: 808.586.6719

NO PHONE CALLS, PLEASE

An Equal Opportunity Employer

QUESTIONS AND ANSWERS

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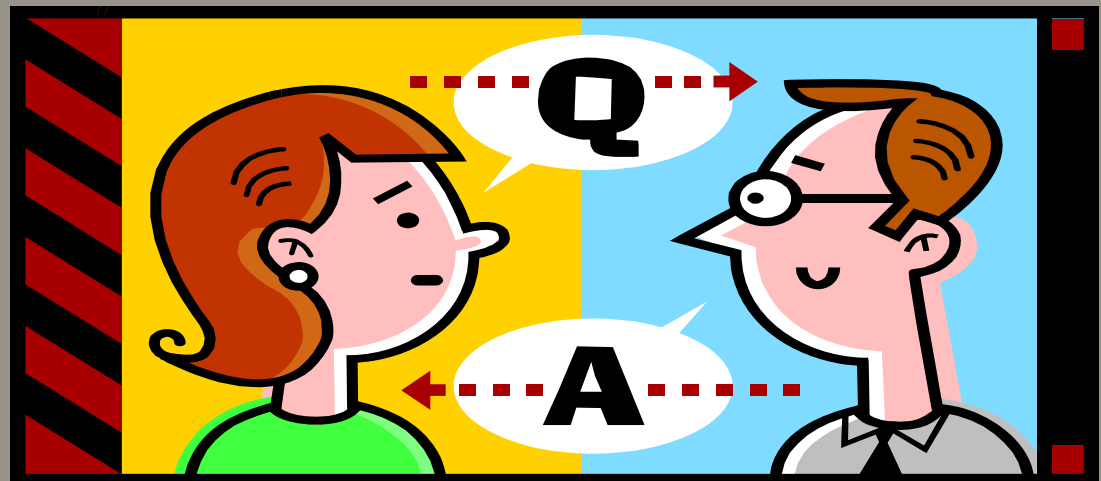
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QUESTIONS AND ANSWERS



For more information
about the Legislature

www.capitol.hawaii.gov

**Citizen's Guide to Participation in
the Legislative Process**