

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CHIEF OF STAFF
OFFICE OF SENATOR HENRY STERN
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS

The Chief of Staff directs, coordinates, and supervises the daily and long-term operations of Senator Stern's Capitol and District offices. The Chief of Staff will also act as the Senator's Chief Administrative Officer and will serve as the Senator's general public policy consultant.

DUTIES

The Chief of Staff is the primary supervisor for both Capitol Office and District Office staff. The Chief helps to develop the Member's legislation and policy priorities; analyzes legislation; provides policy recommendations; prepares briefings for the Senator on key legislative and district issues; and oversees district activities. The Chief will help develop and implement office procedures, mentor staff, maintain office attendance and handle personnel requests.

DESIRABLE SKILLS AND KNOWLEDGE

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment. The ideal candidate will be able to analyze complex policy issues and "think outside the box" to solve problems and propose solutions. He or she will be effective at coalition building; politically astute; discrete when necessary; comfortable with disagreement and debate; and opening to learning. Candidates should thrive in a fast-paced, dynamic office, and be comfortable juggling multiple priorities. Candidates must be able to communicate clearly and concisely, both orally and in writing; to design, manage, and evaluate programs; and maintain a cooperative and effective working relationship with the staff and the Senator. Knowledge of the Senate's personnel rules, policies and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities is helpful.

QUALIFICATIONS / EDUCATION

A Bachelor's Degree and legislative experience are preferred, but not required. If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

Benefits:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

Salary:

Salary starts at: \$8,198 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

PLEASE SUBMIT COVER LETTER, RESUME, WRITING SAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:

Bill Herms, Interim Chief of Staff

Office of Senator Stern

Bill.Herms@sen.ca.gov

The Senate Employment Application can be found at:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf

Additional Pages:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf