

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR MELENDEZ
(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:

Under the direction of the Senator and the Chief of Staff, the Legislative Director participates with the Member, Chief of Staff, and District Director in the development and movement of a legislative package.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. Prepares briefings for the Member on key legislative issues. May serve as the principal substitute for the Member at legislative meetings. Analyses legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff and staff and provides legislative updates at staff meetings. Supervises staff including interns and fellows assigned to assist with legislation. May prepare a summary of the legislative package for distribution to staff.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, harassment, and Equal Employment Opportunity. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communication skills, and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative

and effective working relationship with staff. Ability to work in a fast-paced environment.

EDUCATION AND QUALIFICATIONS:

A Bachelor's Degree and legislative experience are preferred.

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.

Salary starts at \$7,048 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

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

SUBMIT SENATE APPLICATION, COVER LETTER AND RESUME VIA EMAIL TO:

Jared Yoshiki, Chief of Staff

Office of Senator Melissa Melendez

Jared.Yoshiki@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 03/15/2022