

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR MIN
(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 legislative staff in the development of a legislative package.

DUTIES:

The Legislative Director develops and oversees the Member's legislative package with the Member, Chief of Staff, and legislative staff. Generates bill ideas, drafts bills, researches legislation, and provides policy consultation in key areas of interest for the Member. The Legislative Director may serve as the principal substitute for the Member at legislative meetings and provides legislative updates at staff meetings. Along with the Chief of Staff, supervises staff.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate has knowledge of the legislative process, as well as the structure and policies of state government and best practices pertaining to supervising employees. Minimum of 3-4 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:

Candidates must be able to staff multiple bills and committees, perform administrative and policy-influencing functions effectively in addition to supervising staff. The ability to communicate and collaborate effectively with constituents, stakeholders, and staff is essential.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree 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.

Salary starts at \$7,048 per month.

Final salary will be commensurate with experience and education.

Applications will be accepted until the 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 COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Jody Fujii, Chief of Staff

Office of Senator Min

Jodi.Fujii@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.

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