

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT**

**CHIEF OF STAFF
OFFICE OF SENATOR JACKSON**

BASIC FUNCTIONS:

Directs, coordinates and supervises the daily and long-range operations of the Senator's offices and staff; serves as the Senator's Chief Administrative Officer and general public policy advisor.

DUTIES:

Supervises the Member's Capitol Office and District Office staffs and serves as the primary liaison with Senate Judiciary Committee staff. Manages the Senator's Capitol and District Office operations and budget. Analyzes legislation and provides policy consultation in key areas of interest for the Member and prepares briefings for the Member on key legislative and district policy priorities. Establishes and oversees implementation of office procedures, and maintains office attendance and personnel information. Teaches and mentors fellows, interns and junior staff.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; familiarity with the regional concerns and interests of Senate District 19; public relations; basic office computer applications; and the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and EEO.

ABILITY TO:

Nurture a staff culture of excellence and respect; build coalitions; negotiate effectively; maintain constructive relationships with other Legislative Offices, the Governor's Office and a diverse array of policy stakeholders; organize and structure employee duties and workload and supervise staff; effectively communicate in oral and written communication; and maintain a cooperative and effective working relationship with staff and the Member.

EDUCATION:

Bachelor's or graduate degree preferred.

PAY RANGE AND FINAL FILING DEADLINE:

Salary range is from \$7,436 to \$10,962 per month. Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, APPLICATION WRITING SAMPLE AND QUESTIONNAIRE TO:

Senator Hannah-Beth Jackson
Attn.: Lucia Valencia
State Capitol - Room 2032
Sacramento, CA 95814

Or via e-mail to: Lucia.Valencia@sen.ca.gov