

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT**

CHIEF OF STAFF
OFFICE OF SENATOR RICHARD PAN

BASIC FUNCTIONS:

Directs, coordinates and supervises the daily and long-range operations of the Senator's office, including, Capitol, district and Committee staff; serves as the Senator's Chief Administrative Officer and general public policy consultant.

DUTIES:

Supervises the Member's Capitol Office and District Office staff and develops and manages, or significantly assists with, the Member's legislation and district activities. 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 issues. Oversees implementation of office procedures, and maintains office attendance and personnel information. Teaches and mentors fellows and interns. The Chief serves as the principal substitute for the Member at official speaking and other engagements, and at key constituent and legislative meetings. The Chief also serves as the Member's liaison with the Governor's office and with the Senate Rules Committee.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; effective coalition building; application of social capital and asset-based community development; the Sacramento region and key regional leaders and organizations; public relations; basic office computer applications and social media platforms; the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and EEO.

ABILITY TO:

Establish an office culture of excellence and respect; build and maintain constructive relationships with a diverse array of stakeholders; organize and structure employee duties and workload and supervise staff; communicate clearly and concisely, orally and in writing; design, manage, and evaluate programs; 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 is dependent on qualifications. Applications will be accepted until the position is filled. Please submit the attached questionnaire along with your application which can be found on the Senate's website: <http://senate.ca.gov/senatejobs>.

SUBMIT COVER LETTER, APPLICATION AND QUESTIONNAIRE TO:

Jeannie Oropeza, Senate HR
State Capitol Room 500
Sacramento, CA 95814

Only those applications with completed questionnaire and cover letter will be considered.
(See attached questionnaire)

Dear Applicant,

Thank you for your interest in serving as my Chief of Staff. I recognize the critical role that my Chief of Staff will have in my ability to make a difference for my constituents and the people of California. As a physician and former professor in pediatrics and community development, I believe in developing people's full potential and building strong, healthy communities. I am looking for an outstanding team leader and manager who empowers our team to achieve our policy, community, and political goals.

My primary goals in the Senate are to help Californians be safe and healthy and to encourage the State of California be a good citizen in my district and the Sacramento region. I continue to practice medicine at a community health center and remain involved with local non-profit organizations. As the member representing the state capital, the state government is the largest employer and property owner in my district, so I have a keen interest in the impact of state government's activities on the local economy and quality of life.

Please submit your resume, employment application (if not already employed by the California Legislature), attached questionnaire and three references that are familiar with your employment or educational background. After review of your submission, you may be invited for an interview.

To assist you, following are three suggested readings that illustrate key concepts underlying my approach to building stronger communities:
The Abundant Community by John McKnight and Peter Block
Bowling Alone by Robert Putnam
The Tipping Point by Malcolm Gladwell

Thank you for your interest in serving.

Sincerely,

Richard Pan, MD, MPH, FAAP
Senator, SD6

APPLICANT QUESTIONNAIRE

1. Describe the skills you possess that would make you an outstanding Chief of Staff.
2. Why do you want to work for Dr. Pan? What do you want to personally accomplish as his Chief of Staff?
3. Describe your management philosophy and style.
4. Describe a difficult management problem you faced and how you solved it.
5. Describe your experience with legislation. What was the most challenging bill you dealt with and how did you handle address it?
6. How have you applied social capital in your career?
7. Describe your recent volunteer work including membership and/or leadership in associations in the last five years.
8. Describe your experience with applying asset-based community development?
9. Describe your experience with quality improvement.
10. Describe your experience teaching others.
11. Are you or have you been a member of the Senate Staff?
If yes, do you grant permission to Dr. Richard Pan or his designee to review your employment file?
12. Please list three references with their current positions, addresses, and phone numbers. Briefly describe your relationship with each.