CALIFORNIA STATE
ASSEMBLY JOB LISTINGS

Office: Assemblymember Natasha Johnson
Classification: Chief of Staff
Posted: November 3, 2026
Final Filing: Open until filled. Current Assembly employees of non-returning offices are encouraged to apply.
Monthly Salary: $8,750-$17,933 monthly. It is anticipated that the position will be filled between $8,750 -$11,514, or by transfer of an existing Assembly employee.

Duties and Responsibilities

The Chief of Staff serves as the Assemblymember's principal staff advisor and is responsible for managing and overseeing the Capitol and District Offices.

Requirements

- Four years of legislative experience preferred.
- Two years of progressively responsible experience in supervisorial/management role(s) preferred.
- Must possess strong leadership and interpersonal skills.
- Manages and administers the Member's Capitol and District offices, including personnel issues and office budget.
- Represents the Member with other Legislators, government officials, interest groups, and the general public.
- Identifies issues and problems requiring involvement by the Member, and recommends decisions or actions to be taken.
- Assists the Member with long-term planning and identification of priorities.
- Assists in developing the Member's legislative package, including identification of and recommendations for proposed

legislation.
- Coordinates legislative issues and actions with other offices.
- Meets with key representatives of interest groups and the general public, and recommends appropriate response to the Member.
- Oversees all office systems (including constituent mail) and programs, message development for press and speeches for public events, and the coordination of the Member's appointments and overall schedule
- Develop and implement other communication programs (e.g., Public Service Announcements, newsletters).
- Develop systems for effective communication between the Capitol and district offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

KNOWLEDGE OF/ABILITY TO:

- Effectively manage, supervise, and oversee the work of all staff in Capitol and district offices.
- Strong understanding of the California legislative process.
- Provide feedback to and direct Capitol and district staff; mitigate conflicts and other personnel issues in the office.
- Receive feedback related to the performance of duties.
- Demonstrate strong writing, research, and analytical skills.
- Understand, interpret, and effectively represent the positions of the Member in a manner that will elicit positive action in support of the Member's decisions.
- Assess implications of legislation and public statements upon the Member's positions or legislative priorities.
- Ensure that the Member's Capitol and district offices function effectively in supporting the legislative programs and priorities of the Member.
- Demonstrate strong communication and interpersonal skills, as well as excellent organizational skills.
- Employ good judgment and make sound decisions in accordance with established procedures and policies.
- Exercise discretion and maintain confidentiality in work practices.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Work extended hours as necessary.

Contact:

Please email your resume and cover letter under the subject "Chief of Staff Position" to: Marina Altamura at Marina.Altamura@asm.ca.gov.