



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Speaker pro Tempore Jim Wood

Classification: Legislative Director

Posted: December 8, 2023

Speaker pro Tempore Jim Wood is seeking a Legislative Director to work in his Capitol Office. Primary responsibilities will include the development and movement of the pro Tem's legislative agenda in collaboration with the Chief of Staff. Ideal candidate has knowledge of the legislative process, the structure and policies of state government. Minimum of 3-4 years of legislative experience, excellent oral and written communication skills, excellent time management skills and work well in a team environment. Legislative Director will propose and manage the pro Tem's personal legislation and prepare briefings on key legislative issues. Responsible for research and formulation of legislation and for meetings with stakeholders, committee staff and other members' staff. Prepares legislative recommendations for the pro Tem and Chief of Staff.

The salary range for this classification is \$4,718 – \$11,011 per month. The successful candidate's salary for this position is anticipated to be established between \$5,500– \$9,166 monthly. Final compensation is commensurate with experience.

Contact: Interested applicants should submit their applications to cathy.mudge@asm.ca.gov. For detailed application instructions, as well as the full job description, please refer to the [Assembly jobs website](#).