



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Leticia Castillo

Classification: Chief of Staff

Posted: September 9, 2026

Location: Sacramento, CA

Assemblymember Leticia Castillo is seeking a full-time Chief of Staff based in the Capitol Office in Sacramento. The Chief of Staff is the Assemblymember's principal staff advisor and ensures the implementation of the Member's policy and communications objectives.

The Chief of Staff manages Capitol and district offices, including personnel matters and office budgets, and oversees all office policies and programs. This includes exercising direct and indirect supervision over staff; assigning and reviewing work; providing performance feedback; recommending personnel actions; and ensuring staff compliance with policies and procedures.

The ideal candidate must exercise sound professional judgment, demonstrate superior interpersonal skills, and have a desire to develop and maintain positive relationships with colleagues, constituents, and legislative stakeholders.

Primary Responsibilities

- Manages the Member's Capitol and district offices, including personnel matters and office budgets.
- appropriate actions.
- Acts as the Member's primary representative by responding to significant and complex inquiries, requests, and problems.
- Meets with other Member offices, representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, the media, and the public.
- Assists the Member with long-term planning and identification of priorities.
- Supervises, trains, and provides feedback to staff and/or interns.

- Reviews and drafts important correspondence and memos.
- Oversees the Member's appointments and overall schedule.
- Oversees the development and implementation of a strategic communications plan.
- Manages media events for the Member.
- Responds to media inquiries at the direction of the Member; coordinates interviews or statement requests.
- Coordinates and implements message development, including social media content and the Member's website.
- Assists in developing the Member's legislative package and budget requests, with an emphasis on the Member's priorities and constituency.
- Briefs the Member on bills pending in committees and on the Assembly Floor and provides vote recommendations.
- Coordinates legislative issues and actions with other offices.
- Delivers speeches, makes presentations, attends meetings, hearings, and events with the Member and/or on behalf of the Member.
- Oversees the development of mailers and flyers for district events and outreach.
- Develops systems for effective communication between the Capitol and district offices.
- Complies with Assembly policies and rules, as outlined in the *Personnel Policy Manual* and works with Human Resources to ensure staff compliance with policies and rules.
- Performs other related work as assigned.

Requirements

- Extensive managerial and legislative experience is required. Minimum of five years in a supervisory role is desired.
- Must possess strong leadership and interpersonal skills.

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.

Compensation

The Assembly offers a comprehensive benefits package. The salary range for this position, Chief of Staff, is \$8,750 - \$19,892 monthly. Final compensation is commensurate with relevant experience. Significant experience is required to reach the upper end of the salary range.

Contact: Please email your resume and cover letter under the subject "Chief of Staff Position" to: Madison Baca at Madison.Baca@asm.ca.gov. No phone calls or walk-ins, please.