



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Chris Ward
Classification: Chief of Staff
Monthly Salary Range: \$8,750 - \$19,892
Location: Sacramento, CA
Posted: September 8, 2026

Assemblymember Chris Ward is seeking an experienced Chief of Staff who will serve as his principal staff advisor and will oversee the Capitol and District Office.

SUPERVISION RECEIVED AND EXERCISED

Operates under minimal direction with broad goals and objectives. The employee is responsible for planning, directing, and evaluating operations of both the Capitol and district offices. Work is assessed for overall effectiveness, and accomplishment of Member objectives and adherence to policy.

Exercises direct and indirect supervision over staff. Responsibilities include assigning and reviewing work, providing performance feedback, approving staff time off, recommending personnel actions, and ensuring staff compliance with policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon the assignments, duties may include, but are not limited to, the following:

- Manages the Member's Capitol and district offices, including personnel matters and office budgets, and oversees all office systems and programs.

- Acts as the Member's primary representative by responding to significant and complex inquiries, requests, and problems.
- Meets with, and represents, the Member with other Member offices, representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, the media, and the public.
- Identifies issues and recommends decisions and actions requiring involvement of the Member.
- Assists the Member with long-term planning and identification of priorities.
- Selects, 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.
- Assists in developing the Member's legislative package and budget requests, with an emphasis on the Member's priorities and constituency.
- Researches issues and drafts bills and amendments for the Member's legislative proposals.
- Develops coalitions and works to garner support for the Member's legislation.
- Reviews and oversees the preparation of fact sheets, statements, talking points, and background materials for the Member for Floor and committee proceedings.
- 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.
- Follows and analyzes legislation and policies to advise the Member of issues relating to the Member's legislative priorities or constituency.
- 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, drafts, and distributes/posts press releases, media advisories, social media content, op-eds, community articles, letters to the editor, newsletters, speeches, talking points, and other background/press materials.
- Oversees the Member's website in consultation with the Majority/Minority Caucus.
- Ensures media lists and databases are current.

- Ensures that the Member is apprised of media stories and other developments of particular interest to the Member.
- 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.
- Reviews and proofreads materials developed by the Majority/Minority Caucus.
- Develops systems for effective communication between the Capitol and district offices; coordinates with the Member's Capitol Director or District Director.
- Complies with Assembly policies and rules, as outlined in the *Personnel Policy Manual* and works with Human Resources to ensure staff compliance of policies and rules.
- Comports with reporting requirements as identified in the *CA Legislature Policy on Appropriate Workplace Conduct: Creating a Culture of Respect, Civility, and Diversity*.
- Performs other related work as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organization, role, and function of a Member's Capitol and district offices; strong understanding of Capitol and district operations.
- Organization and function of the California State Government, the California Legislature, the legislative process, State Budget, parliamentary procedure, committee and leadership structure, and Assembly Rules procedures.
- Assembly personnel policies and principles, and practices of supervision, training, and office management.
- Proper spelling, grammar usage, and punctuation.
- Social media.
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and common business software.

Ability to:

- Effectively manage, supervise, and oversee the work of all staff in a Member's Capitol and district offices.

- Demonstrate strong leadership skills, ability to provide feedback, 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.
- Reach consensus among a variety of conflicting views among Members, government officials and their staff, and representatives of interest groups.
- Understand priorities of the Member's Caucus and coordination of workflow processes.
- 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.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- 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 efficiently and effectively at all times.
- Be present for work reliably and consistently.
- Work extended hours as necessary.

DESIRED QUALIFICATIONS

Minimum of five years of legislative experience with supervisory/lead experience. If no prior supervisory/lead experience, must complete required specialized training.

OTHER REQUIREMENTS

Statement of Economic Interests Reporting: Required Driver's License: Possession of a valid California Class C Driver's License and insured personal

vehicle may be required at the time of appointment. For positions where ability to drive is not an essential function, the employee must be able to arrange reliable and timely transportation through private or public transportation for attendance at off-site meetings, events, and trainings.

Working Conditions:

The conditions herein are typically required of an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Work is performed in an office environment requiring the ability to operate standard office equipment and use a computer for extended periods.
- The position involves sitting, standing, walking, and occasional lifting of light materials.
- Occasional work may be performed in the field and may involve exposure to varying weather conditions, uneven terrain, noise, or other environmental factors.
- The position requires walking, standing, bending, and carrying and/or setting up equipment or materials.
- Lifting and setting up may include items up to 35 pounds.
- Incumbent is required to attend night and weekend events; work extended and irregular hours as legislative business requires including in support of Legislative Session and committee hearings, which may include weekends and holidays; travel to the district office and to attend meetings/retreats.

The salary range for this classification is \$8,750 – 19,892 per month. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee. Final compensation is commensurate with experience. Significant relevant experience is required to reach the higher end of the salary range.

Contact: Please submit a cover letter and resume for consideration to Assemblymember.Ward@assembly.ca.gov.