



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Caloza
Classification: Legislative Director
Posted: October 23, 2025

Assemblymember Caloza is seeking to fill a full-time job opening for a Legislative Director based in the Capitol Office. Under the direction of the Assemblymember and the Chief of Staff, the Legislative Director participates with the Member, Chief of Staff, and legislative staff in the development of a legislative package. The Legislative Director must be able to understand and navigate the legislative calendar, track and meet deadlines, understand the Assembly Rules and basic committee and floor procedures, and oversee Legislative Assistants and track the progress of bills, amendments, committee hearings, and the floor. Uphold strict confidentiality, discretion, and a high standard of professionalism in all aspects of the role.

Key duties will include, but not be limited to, developing and managing the Member's personal legislation, in conjunction with input from the Chief of Staff. Prepares briefings for the Member on key legislative issues. May serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation, and discussions with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff, and staff, and provides legislative updates at staff meetings. Supervises staff, including interns and fellows, assigned to assist with legislation. Prepares a summary of the legislative package for distribution to staff. Conducts daily check-ins and check-outs with CO team members to review legislation and offer support.

During House of Origin and end-of-session periods, staff the Member on the floor and ensure the Member is fully briefed and prepared on all relevant bills. The candidate is familiar with the legislative and budget process, the structure and policies of state government, and best practices for supervising employees.

Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment. Candidates must be able to staff multiple bills and committees, perform administrative and policy-influencing functions effectively, and supervise staff. The ability to communicate and collaborate effectively with constituents, stakeholders, and staff is essential. Excellent oral and written communication skills, along with a strong background in policy, legislative, and budget processes, are required.

The salary range for this position is \$7,334 - \$10,268 per month. Significant relevant and legislative experience in similar role need to reach higher end of range.

Contact: Please send your cover letter, resume, three references, and writing sample to Salina Valencia at salina.valencia@asm.ca.gov and indicate "Legislative Director" in the subject line.