CALIFORNIA STATE ASSEMBLY

JOB LISTINGS

Office: Assemblymember Lisa Calderon
Classification: Legislative Director I
Monthly Salary Range: $7,334 - $10,359
Location: Sacramento, CA
Posted: November 12, 2026

Assemblymember Calderon is seeking to fill a full-time at-will Legislative Director position based in the Capitol Office. Under the direction of the Assemblymember and the Chief of Staff, the Legislative Director works with the Member, Chief of Staff, and legislative staff to develop and oversee the Member's legislative package and related communication. The position takes primary responsibility for the Member's legislative proposals.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision and exercises independent judgment in planning and carrying out assignments. The supervisor provides direction on objectives, priorities, and deadlines. Completed work is reviewed primarily for compliance with policy, overall effectiveness, and achievement of expected results. This position does not supervise, but does serve in a lead role providing coaching, direction, and mentoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

• Manages the Member's legislative package, including identification of, and recommendation for, proposed legislation with an emphasis on the Member's priorities.
• Provides effective and strategic direction to staff to ensure the successful passage of the Member's legislation.

• Researches policy issues and drafts bills and amendments for the Member's legislative proposals.
• Develops coalitions and works to garner support for the Member's legislation.
• Staffs the Member's bills; prepares fact sheets, statements, talking points, and background materials for Floor and committee proceedings.
• Creates, solicits, and vets various policy and budget proposals relevant to the Member's interests and priorities.
• Briefs the Member on bills pending in committees and on the Assembly Floor and provides vote recommendations.
• Prepares the Member for meetings and briefings.
• Follows and analyzes legislation and policies to advise the Member and Chief of Staff of issues relating to the Member's legislative priorities or constituency.
• Tracks and monitors critical deadlines.
• Coordinates legislative matters and actions with other offices.
• Meets with representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, and the public.
• Coordinates message development for or drafts press releases, speeches, and other communication programs relating to the Member's legislative package consistent with Member's strategy for policy messaging; drafts media advisories, newsletters, web content, and social media.
• Delivers speeches, makes presentations, and attends meetings and events on behalf of the Member.
• Attends meetings, hearings, and events with the Member; prepares background materials and talking points.
• Works with district office staff to provide legislative updates and to manage constituent inquiries and concerns on policy matters.
• Develops plans for events relating to the Member's policy goals.
• Complies with Assembly policies and rules, as outlined in the *Personnel Policy Manual*.
• Performs other related work as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:
• Organization, role, and function of a Member's office.
• Organization and function of the California State Government, the California Legislature, the legislative process, parliamentary procedure, and committee and leadership structure.
• Social media.
• Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and common business software.
• Proper spelling, grammar usage, and punctuation.

Ability to:
• Demonstrate strong writing, research, and analytical skills.
• Explain complex legislative issues in simple and common terms.
• Understand, interpret, and express the views and positions of the Member in a manner that will elicit positive action in support of the Member's decisions.
• 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.
• Assess implications of legislation and public statements upon the Member's positions or legislative priorities.
• Receive direction, coaching, and feedback related to the performance of assigned duties.
• Guide, coach, and mentor staff, as assigned.
• Work under pressure and deal with multiple projects, deadlines, demands, and constant change while maintaining attention to detail.
• Work efficiently and effectively at all times.
• Be present for work reliably and consistently.
• Work extended hours as necessary.

QUALIFICATIONS
Minimum of four years of legislative experience; or minimum of one year of superior performance as a Senior Legislative Assistant in the Assembly or Senate.

OTHER REQUIREMENTS
Statement of Economic Interests Reporting: Required
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 or setting up equipment or materials.
• Lifting or 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; and travel to attend meetings/retreats.

The salary range for this classification is $7,334 – $10,359 per month. Significant experience is required to move into the upper end of the range. The successful candidate is expected to be hired between $7,334 and $9,168 per month. Final compensation is commensurate with experience. Current Assembly staff of non-returning offices are encouraged to apply.

Contact: Please submit a cover letter, resume, a writing sample, and 2-3 references to Mike.Dayton@asm.ca.gov. In the subject line, please write Legislative Director. Resumes will be accepted until the position is filled.