



***Job Announcement***  
***February 2024***

**JOB TITLE: Legislative Assistant**

**ABOUT THE ASSOCIATION:**

The County Behavioral Health Directors Association (CBHDA) of California is a non-profit advocacy association representing the behavioral health directors from each of California's 58 counties, as well as two cities (Berkeley and Tri-City). The mission of CBHDA is to ensure access to high-quality, cost-effective, and culturally competent behavioral health care for the people of California by providing leadership, advocacy, and support to County Behavioral Health Directors and programs. CBHDA is an affiliate of the California State Association of Counties (CSAC).

**SALARY RANGE:**

CBHDA offers a competitive salary and benefits package and is offering \$65,000 - \$75,000 salary range for this position, depending on experience.

**POSITION SUMMARY:**

The Legislative Assistant is responsible for providing routine and non-routine administrative and clerical support to Legislative Representatives and Analysts. Responsibilities may include tracking legislative activities; preparing and distributing correspondence and reports; preparing and proofing original documents and correspondence; making travel arrangements; and coordinating event logistics. The Legislative Assistant provides administrative support to the Director of Government Affairs, and the legislative and advocacy team.

The Legislative Assistant supports the Director of Government Affairs in initial coordination and review of introduced and amended bills, drafts letters, monitors hearings and attends meetings, as assigned.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls and/or emails; taking and transmitting messages; maintaining calendars, scheduling meetings; keyboarding information into databases; making photocopies; scanning documents; performing data entry; faxing documents; typing; and, word processing.
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail; assists with printing, mailing, and emailing of information sent to membership.
- Files documents alphabetically, numerically, or by other prescribed methods.
- Makes travel arrangements such as meetings, flights, cars, hotels, and restaurants.

- Prepares, reviews, and/or processes a variety of routine correspondence, agendas, position letters, reports, logs, information, paperwork, invoices, forms, flyers, brochures, invitations, expense forms, and/or other related information in assigned area of responsibility; keys information into applicable spreadsheets and/or databases.
- Reviews introduced and amended bill reports daily, assigns bills to Legislative Representatives and Policy Analysts for further review, enters relevant information into Capitol Track.
- Tracks legislative bills and posts position into tracking service; summarizing contents of some bills.
- Makes phone calls or communicates electronically to gather requested information or to respond to requests from members, legislators or other organizations.
- Anticipates and identifies policy and administrative issues of concern for the CBHDA Legislative Committee and works collaboratively within CBHDA to research those issues and develop recommended options and strategies for resolving them.
- Maintains files of correspondence, legislation information and other material required by senior staff.
- Performs a wide variety of staff assistance to legislative staff and other staff as needed and as experience and knowledge permit.
- Posts a variety of documents on the CBHDA website. Responsible for the following areas of the CBHDA member website: CBHDA Advocacy (State Budget and Legislation); Legislative Committee page and related Calendar updates
- Contributes content to support the CBHDA website and Newsletters for communicating with members and stakeholders.
- Staffs the internal CBHDA Legislative Committee.
- Drafts initial Association position letters for high priority bills, as assigned.
- Occasionally reviews, analyzes and summarizes proposed legislative/regulatory research and issues.
- Supports annual lobby day planning, scheduling and implementation.

**QUALIFICATIONS:**

- Strong organizational skills, detail oriented
- Knowledge of county government functions and operations
- Knowledge of the State legislative process
- Internal and external customer service principles
- Time management: multiple projects and deadlines
- Program management and administration experience including: basic filing and recordkeeping principles; ability to use modern office procedures, methods, equipment and related software applications
- Effective written and verbal communication: refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, members, etc. sufficiently to exchange or convey information and receive work direction.

**EDUCATION:**

Bachelor's Degree and one or more years of experience working with the State Legislature, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**GENEROUS BENEFITS PACKAGE (Full-time Employees)**

- Insurance
  - Medical – 100% for employee and family
  - Dental – 100% for employee and family
  - Vision Insurance – 100% for employee and family
  - Short- and Long-term Disability (60% coverage)
  - Life and AD&D (\$50,000)
- Time Off
  - 13 Paid Holidays
  - Vacation Time (starting at 2 weeks per year; increases based on time employed)
  - Sick Leave (12 days/year)
  - Paid Time Off for Jury Duty, Bereavement Leave, and FMLA
- 401K Plan – 10% Employer Contribution on Gross Salary (no match required)
- Electronics Stipend (\$125/month Pre-Tax)
- Paid Parking at Sacramento Office

**ENVIRONMENTAL/WORKING CONDITIONS:**

Normal office environment with a hybrid work schedule. This position includes some travel. Ability to travel locally to attend hearings and meetings with administrators, legislators and partners.

- CBHDA is currently observing a hybrid work schedule allowing our team to work remotely, part-time. In-person work requirements will be dependent on the needs of the Association and your role on the team. If you choose to work remotely, adequate internet and cell phone reception and a functional, appropriate, workspace is required while working from home. Computer equipment and an electronics stipend will be provided to cover some costs associated with working remotely.

**PHYSICAL/MENTAL DEMANDS:**

Requires sitting and standing associated with a normal office environment and regular predictable attendance.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**APPLICATION INSTRUCTIONS:**

To apply, please submit your confidential resume and cover letter detailing your

interest and experience, along with a writing sample that illustrates your qualifications as described above to: Andrea Porter at [aporter@cbhda.org](mailto:aporter@cbhda.org). *Application deadline is March 9, 2024, or until position is filled.*