



County of Santa Cruz

Invites you to apply for:

# COUNTY LEGISLATIVE AFFAIRS OFFICER

Supplemental Questionnaire Required

Open and Promotional

Salary: \$121,430 - 162,656 / Annually

Closing Date: Friday, May 1, 2026

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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## THE POSITION:

Help shape policy, advance priorities, and serve the County of Santa Cruz community.

The County Legislative Affairs Officer serves as the County's lead staff resource for State and Federal legislative matters. This position monitors and analyzes legislation, develops the County's legislative agenda, coordinates advocacy strategies, and represents the County with lawmakers and partner organizations. This is a high-impact position operating at the intersection of public policy, executive leadership, and intergovernmental relations.

As the County Legislative Affairs Officer, you will:

- Monitor and analyze State and Federal legislation affecting County programs, funding, and operations
- Advise the County Executive Officer and Board of Supervisors on policy and fiscal impacts
- Develop and coordinate the County's annual legislative platform
- Serve as liaison to legislators, congressional offices, and government agencies
- Represent the County in meetings, hearings, and intergovernmental forums
- Draft position letters, policy briefs, and Board agenda materials
- Coordinate cross-departmental review of legislative proposals
- Partner with the Public Information Officer to develop strategic legislative communications
- Support grant and funding advocacy efforts tied to legislative initiatives

*Classification and salary pending Board of Supervisor's approval.*

The ideal candidate will demonstrate that they have the ability to be:

- Politically astute and able to navigate complex governmental environments
- A strategic thinker with strong policy analysis skills
- An exceptional writer and communicator
- Skilled at building and sustaining intergovernmental relationships
- Organized and capable of managing multiple high-priority issues simultaneously
- Comfortable advising executive leadership on sensitive and high-profile matters

## QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university in political science, public administration, communications, journalism, business, or related field. A master's degree in a related field is desirable.

AND

Four (4) years of progressively responsible experience in legislative analysis, public policy development, governmental affairs, intergovernmental relations, or public administration, preferably within a public agency or legislative body. Experience working with State and/or Federal legislative processes is highly desirable.

Required knowledge and abilities: To view the list of required knowledge and abilities go to the job specification at:

[HTTPS://WWW2.SANTACRUZCOUNTYCA.GOV/PERSONNEL/SPECS/TBDSPEC.HTML](https://www2.santacruzcountyca.gov/personnel/specs/tbdspec.html)



## **THE COMMUNITY:**

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

## **THE EXAMINATION:**

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

## **HOW TO APPLY:**

Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call Employment Services Manager Erin Morimoto at (831) 454-2932. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

## **SUPPLEMENTAL QUESTIONS:**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. Note: Please answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your experience analyzing legislation, policies, and regulations. Provide a specific example of how you gathered data, evaluated impacts, and presented your findings to inform decision-making.
2. Describe a time when you provided policy advice or analysis in a politically sensitive environment. How did you ensure your recommendation was objective for stakeholder and elected official perspectives?
3. Describe your experience supporting or advancing a legislative or policy agenda. What strategies did you use to coordinate positions, influence outcomes, or align stakeholders?

## **HIGHLIGHTED BENEFIT OFFERINGS:**

### ***Medical, Dental, and Vision***

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

### ***Retirement and Social Security***

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

### ***Life Insurance and Long-Term Disability Plan***

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

### ***Paid Leave and Administrative Leave***

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.