

## IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

To: All Assembly Employees  
From: Assembly Rules Committee  
Subject: Job Announcements

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### ASSEMBLY JOB POSTINGS

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#### Mail Clerk Assembly Mail Services

**Final Filing:** October 31, 2014  
**Hours:** Full-time (35 hours/week)  
**Starting Salary:** \$3,010/month  
**Position Location:** State Capitol  
Legislative Office Building

#### **Duties and Responsibilities:**

The Mail Clerk performs a variety of duties related to the receipt, posting, and delivery of letters, packages, and other mail sent through Assembly Mail Services. These duties include receiving letters and packages, first class, bulk parcel post and other types of mail; weighing, pricing and posting mail; collecting, sorting and distributing mail; driving; and assisting with the coordination of Assembly Mail Services activities with the U.S. Postal Service and other mail carrier agencies.

#### **Requirements:**

- Basic mathematics principles.
- Understand and follow written and verbal directions.
- Bend, twist and reach as necessary to complete task.
- Move a variety of packages weighing up to 50 lbs.
- Communicates clearly and concisely.
- Access, input and retrieve information from a computer or mailing services equipment.
- Process mail according to established rules and regulations, and deliver mail to its appropriate destination.
- Establishes and maintains cooperative relationships with those contacted in the course of work.
- Work efficiently and effectively under pressure.
- Valid California driver's license.
- Ability to work additional hours based upon the business needs of the department.

**To Apply:**

Submit resume to:  
Assembly Rules Committee – Mail Services Position  
1020 N Street, Room 300  
Sacramento, CA 95814  
ATTN: Assembly Human Resources

Fax: (916) 319-3707  
Email: [assembly.benefits@asm.ca.gov](mailto:assembly.benefits@asm.ca.gov)

**Assistant Fiscal Officer**

**Final Filing:** October 31, 2014

**Position Location:** Legislative Office Building  
1020 N Street, Sacramento, CA

**Position Description:**

The Assistant Fiscal Officer is a full-time, professional-level position, with management responsibility for the Assembly's Fiscal/Accounting Department.

**Duties and Responsibilities:**

- Plans and directs the activities of the Fiscal/Accounting Department, including staff supervision.
- Performs complex professional, technical, analytical and administrative responsibilities for the Assembly Rules Committee.
- Budget preparation for Assembly offices.
- Maintains all accounting/fiscal records and prepares complex statistical and financial reports.
- Routinely interacts with individual Assembly Members and staff, providing training and advice about budgetary procedures and expenditures.
- Oversees auditing and financial accounting procedures.

**Requirements:**

- Bachelor's or Master's Degree in Accounting.
- Certified Public Accountant license is desired.
- Strong written and interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to multitask and establish priorities.
- Ability to work additional hours based upon the business needs of the department.

**To Apply:**

Submit resume to:  
Assembly Rules Committee  
1020 N Street, Room 300  
Sacramento, CA 95814  
ATTN: Assembly Human Resources

Fax: (916) 319-3707  
Email: [assembly.benefits@asm.ca.gov](mailto:assembly.benefits@asm.ca.gov)

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Periodically, the Assembly Rules Committee receives information about job opportunities in private and other government sectors. You may contact these entities directly for more information.

To apply for a position, send a cover letter, your resume, and references to the address listed in the announcement. We will update this listing as new job announcements are available to us.

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**Program Associate**  
**Santa Monica, California**

The Children’s Partnership (TCP) is seeking a highly motivated professional to fill the new position of Program Associate. The Program Associate will assist in shaping and implementing strategies in TCP’s program areas related to improving children’s health and well-being, with an initial focus on dental health and increasing access to health care through telehealth.

**Salary:** Commensurate with experience. Excellent health, retirement, and other benefits. Some travel required.

**PRIMARY RESPONSIBILITIES:**

- Provide in-depth research and policy analysis related to children’s health.
- Track federal developments related to children’s health.
- Write high-quality briefs, memos, letters, electronic postings, and other materials to educate decision makers and advance policy agendas.
- Represent TCP in select external workgroups, meetings, briefings, and other venues to promote TCP goals and strategies.
- As relevant, help shape community-based pilot projects to improve children’s health and test the use of telehealth to bring care to children.
- Manage and coordinate select workgroups and coalitions related to improving dental health and promoting wider adoption of telehealth for children.
- Assist with research, strategic planning, advocacy, and writing in support of TCP’s other programs, as needed.
- Coordinate with TCP’s communications, development, and administrative teams.
- Participate in various internal program team and staff meetings.

**QUALIFICATIONS**

- Expertise in health policy and children’s health issues, knowledge of federal and state health policy preferred.
- Excellent writing and research skills
- Strong project management skills
- Ability to manage multiple tasks simultaneously, while paying a high level of attention to detail.
- Strong oral communication and public speaking skills
- Ability to accurately and concisely summarize complex information for a broad range of audiences
- Ability to work effectively in a team and independently.
- Experience using social media
- Knowledge of issues related to health information technology, a plus.

**APPLICATION PROCESS**

E-mail resume, cover letter summarizing interests and qualifications, and brief writing sample to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). Please state “Program Associate” in the e-mail subject line. No phone calls, please.

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