

Assembly Rules Committee

Room 3016, State Capitol, P. O. Box 942849, Sacramento, CA 94249-0115, (916) 319-2800

IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

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

ASSEMBLY JOB POSTINGS

No Assembly Jobs at this time.

PRIVATE OR GOVERNMENT SECTOR ANNOUNCEMENTS

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.

BUSINESS ANALYST INFORMATION TECHNOLOGY SPECIALIST I Exam Code: 5LC32

Final Filing:	September 25, 2015
Starting Salary:	\$4,832 - \$6,354
Position Location:	Sacramento, California

MINIMUM QUALIFICATIONS

A minimum of one (1) year of experience in each of the following: providing moderate to complex technical support on legislative information systems, postal mailing requirements, desktop applications, office automation products, printers, postal mailing equipment, operating systems and internet browsers; customer service and support practices with experience providing support in a customer service environment; experience in information system projects to assist with developing requirements, test scripts, training material and procedures using office automation tools, personal computers, requirements methodology, system analysis methods and techniques.

WHO MAY APPLY

Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed above. It is your responsibility to make sure that you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.

HOW TO APPLY

Submit a standard state application and resume which demonstrates that you meet the Minimum Qualifications to the Office of Legislative Counsel Human Resources Office, Attn: K. Zanzi, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the Human Resources Office by 5:00 p.m., Friday, September 25, 2015, or be postmarked by this date. You must include on you application the alpha-numeric process indicator number 5 L C 3 2 after the position title on your application. Applications that do not contain the process indicator number will not be processed. Please note on your application how you heard about his position. Technical questions regarding the position may be directed to Julio Cota at (916) 341-8896. Questions regarding the application process may be directed to Human Resources Office at (916) 341-8330.

To obtain application and more information go to:

<http://jobs.ca.gov/Profile/StateApplication>.

