

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

Position Announcement: Assistant Facilities Manager (Sacramento based)

The Assistant Facilities Manager is a professional-level position working under both general supervision and at times with full management responsibility for facilities and design projects. Duties include managing lease agreements and building enhancements. Assists with management of Facilities/Procurement staff.

- Strong verbal, written and communication skills.
- Proven ability to work effectively both independently and in a team-based environment.
- Demonstrated willingness to be flexible and adaptable to changing priorities.
- Strong planning, multi-tasking and organizational skills.
- Ability to make decisions and solve problems involving various levels of complexity, ambiguity, and risk.
- Strong management and interpersonal skills.
- Ability to carefully prepare for meetings/presentations.
- Attention to detail and ability to ensure that agreements and commitments have been fulfilled.

TRAINING AND EXPERIENCE:

- General understanding of Real Estate leasing principles, transactions, negotiations and lease management of commercial office space.
- Interior Architecture background with a focus on space design and the details of space planning.
- Knowledge of general construction costs and methods.
- Knowledge of the Americans with Disabilities Act and Uniformed Building Code requirements.
- General understanding of building systems and experience working with professional facility management teams within governmental or commercial office building environments.

ABILITY TO:

- Analyze and comprehend various Real Estate leasing documents and processes, and comprehend/research facility requirements, building floor plans, and architectural specifications. Present information clearly and effectively in pictorial and written forms and reports.
- Oversee safety in the workplace including management of the Assembly's Injury and Illness Prevention Plan. Plan and execute renovation and moving projects, working with architects, contractors and site leadership to ensure appropriate space allocation, communications and cost effectiveness of projects.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Professional office environment and appropriate business attire.
- Effectively handle stress, deadlines and work night/weekend hours when required.
- Daily use of PC and related applicable software.
- Effectively communicate and address a professional audience.
- Requires limited statewide travel.

DEADLINE:

Please mail, fax, or e-mail materials to:

Assembly Rules Committee – Assistant Facilities Manager position
1020 N Street, Suite 300
Sacramento, CA 95814

Fax: (916) 319-3707

Email: Assembly.benefits@asm.ca.gov

All materials must be received by 5:00 pm, Monday, October 20, 2014.

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

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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

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.

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California Prison Industry Authority
Assistant General Manager, Marketing Division
CEA Level A

Under general direction of the General Manager, the Assistant General Manager, Marketing Division is responsible for the full range of marketing strategies, has managerial responsibility and establishes policies for the following functions: government sales, export sales, market research, new enterprise development, product pricing, promotions, sales order entry, customer complaints, product management, market forecasting, comparable product/pricing analysis, bid recap, and customer outreach efforts.

Salary Range: \$6,296.00 - \$9,051 per month

Final Filing Date: October 17, 2014

Click here for details to apply:

[CALIFORNIA PRISON INDUSTRY AUTHORITY](#)

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. Please state “Program Associate” in the e-mail subject line. No phone calls, please.

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