

## 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)

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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](mailto:assembly.benefits@asm.ca.gov)

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**Printing Trades Specialist**  
**Assembly Reprographics**  
**1020 N Street**

**Hours:** Full-time (35 hours per week)  
**Salary:** Starting Salary \$3010/mo.

**Duties and Responsibilities:**

Under the direction of the Reprographics Manager, the Printing Trades Specialist will perform a variety of duties in the preparation of report and document covers, stationery, mail pieces, brochures and other graphics art needs within the Pre-Press department. In addition, operates copying and bindery equipment.

- Preflight files, and layout documents, for transcripts, committee hearing covers, stationery, brochures, mass mail, and similar printing orders;
- Perform required typesetting and proofing for printing orders;
- Design covers and documents as needed; (please note this is not a "Designer" position)
- Assist in Bindery and other Reprographics departments as needed;
- Typeset, proof, and frame Resolutions as needed;
- Learn to operate copiers, power drills, stapling, punching, collating, mailing ,and binding equipment;
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual; and
- Does other related work as assigned.

**Knowledge of /Ability to:**

- Creative Suite applications, primarily InDesign and Acrobat Professional
- Knowledge of the English language in proofreading documents
- Communicate clearly and concisely.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work extended hours as necessary when legislative functions dictate
- Move a variety of packages weighing up to 50lbs.
- Stand at workstation as necessary to complete tasks

**To Apply:**

Assembly employment applications may be obtained from and submitted to:

Assembly Rules Committee  
1020 N St., Suite 300  
Sacramento, CA 95814  
Attn: Maria Daniells  
(916) 319-3702

**Filing Deadline: Friday, November 7, 2014**

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**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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**Associate Director**  
**Foster Care Coordination Initiative**  
**Santa Monica or Sacramento, CA**

The Children's Partnership (TCP) is seeking a seasoned professional with expertise in Health Information Technology, Health IT policy, or health home/care coordination issues to manage our initiative to improve outcomes for foster youth. TCP uses a combination of research, community-based demonstrations, policy development, and advocacy to promote the best use of health IT to improve access to and the provision of quality, coordinated, child centered care. Within its health IT portfolio, TCP's Electronic Foster Care Coordination (EFCC) Initiative promotes carefully planned electronic information exchange that enables effective care coordination and engages substitute care providers and older foster youth more effectively. A

central feature of this initiative is the development of community based demonstration projects in California and translating lessons learned into improved policies.

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

**PRIMARY RESPONSIBILITIES:**

- Carrying out TCP's role in local information exchange demonstration project(s).
- Managing TCP's broader statewide efforts to improve outcomes for vulnerable youth, facilitated by the use of electronic information exchange.
- Supporting & working with a learning community of local leaders involved with EFCC initiatives
- Providing strategic thinking, policy analysis, & expertise on relevant national and California developments and issues related to care coordination, health IT, and vulnerable youth populations.
- Managing relevant research and policy analysis projects.
- Conducting research at the county, state, & federal levels.
- Engaging in outreach and advocacy to translate best practices into needed policy changes.
- Serving as a community leader on issues related to care coordination, health IT, and vulnerable youth.
- Identifying & working with key civic, governmental, corporate, and other partners.
- Developing new project ideas that support EFCC and health IT program goals.
- Producing high-quality written materials, such as Issue Briefs, fact sheets, blogs, and letters.
- Serving as point person for TCP's social media activities on these issues.
- Participating in development efforts, including drafting grant proposals and reports.
- Organizing and/or representing TCP at key meetings, conferences, briefings, and other events.

**QUALIFICATIONS**

- Expertise in health IT, care coordination, or related policy issues.
- Ability to accurately and concisely summarize complex information for a broad range of audiences
- Excellent research, writing, & policy analysis skills!
- Strong project management skills & ability to devise and implement strategic plans
- Exceptional interpersonal & communication skills
- Experience using social media
- Proven track record working independently & on a team

**EDUCATION AND EXPERIENCE**

- Advanced degree
- Three - five years related policy experience
- Advocacy experience, a plus
- Management experience
- Commitment to and experience with nonprofit organizations

**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 "Associate Director" in the e-mail subject line. No phone calls, please.