

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
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Assembly Public and Safety Committee
Committee Counsel

The Assembly Public Safety Committee is looking for a highly skilled attorney with a strong desire to serve the public as a Committee counsel in a collegial, hardworking and team-oriented office.

DEADLINE: Wednesday, February 4, 2015

REQUIREMENTS:

State Bar membership is required.

QUALIFICATIONS:

A demonstrated interest in criminal law and procedure is a desirable qualification.

Please mail or fax (no e-mails) a cover letter and resume describing in some detail your qualifications and noting your salary needs to Greg Pagan, Chief Counsel, Assembly Public Safety Committee. Any questions (no e-mails), please contact Elizabeth Potter at (916) 319-3744.

1020 "N" Street, Room 111
Sacramento, CA 95814
(916) 319-3745 (Fax)

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.

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

Congressman Huffman
District Scheduler/ Office Manager
North Bay

PRIMARY RESPONSIBILITIES:

- Coordinating the legislator's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments.
- Serving as the office's primary point of contact for constituents elected officials and nonprofit and advocacy organizations seeking meetings in the district.
- Coordinating with staff (including field, legislative, press, and campaign) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans.
- Working directly with the District Director, the legislator, and his family, on logistics for work, travel, and personal matters.
- Assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties.

IDEAL CANDIDATE:

- Highly organized
- Detail oriented
- Experience working in a fast-paced office.
- Ability to maintain a professional, flexible, and cheerful demeanor while managing multiple and competing tasks and projects.

APPLICATION PROCESS

Please send cover letter and resume to CA02.Requests@mail.house.gov.

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