

Office: Speaker Robert Rivas **Classification:** Deputy Chief Consultant (Floor Director) **Posted:** January 31, 2025

Speaker Rivas is seeking to fill a full-time job opening for Floor Director based in his Capitol Office. The Floor Director will serve as the primary advisor to the Speaker's office and his Floor leadership team as it relates to business on the Assembly Floor. The Floor Director's principal responsibilities will be overseeing all Floor functions including, but not limited to, providing expert parliamentary and procedural advice related to session, drafting motions and real-time scripting for the Presiding Officer and Majority Leader, and overseeing production of critical session-related documents for the Speaker, his leadership team, and all Assembly offices. The Floor Director must be able to provide swift strategic counsel and convey uncommonly known background on California-specific legislative rules and parliamentary practices. Key duties will include providing strategic and in-depth procedural advice as it relates to Floor sessions, application of the house rules, contributing to parliamentary training programs, developing protocols and guidance on improvements to existing processes and rules.

Position requires in-depth knowledge of Assembly-specific customs and practices, protocols, history, culture, and nuanced procedures. Floor Director manages staff responsible for processing Floor action requests by Members and Committees, including motions, taking up bills and amendments, rule waivers, Chamber visits, and ceremonies. The Floor Director oversees logistical planning for large-scale Chamber events throughout the year.

Qualified candidates will have extensive experience in the California Legislature, work well on deadline and under pressure in a fast-paced environment, be a highly organized multi-tasker, able to work long hours

throughout the year, exercise good judgment and confidentiality, be detailoriented, and possess strong writing and analytical skills, and knowledge of Capitol political dynamics. Minimum of 10 years of legislative experience, excellent oral and written communication skills, and a strong background in process, policy, parliamentary procedure, and legislative process required.

The Floor Director will also be expected to stay up-to-date on current events, especially those that involve any potential impacts to Floor activities.

The salary range for the Deputy Chief Consultant classification is \$8,862 - \$20,721 per month. Significant experience is required to reach the higher end of the salary range. Final compensation is commensurate with experience.

Contact: Qualified candidates are encouraged to submit a cover letter and resume to <u>Julie.Callender@asm.ca.gov</u>. Please include the phrase "Floor Director" in the subject line.