



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Emergency Management Committee

Classification: Associate Consultant

Posted: March 8, 2021

The Assembly Committee on Emergency Management is seeking applicants for an Associate Consultant position. This position provides assistance in the preparation of analyses and information for committee and individual members, concerning pending legislation and existing or potential programs and issues. Tracking, monitoring, and managing issues and relationships is essential.

Reporting to the Chair of Committee and Chief Consultant, the position is expected to perform a variety of analytical tasks of varying complexity within narrow timeframes. The position requires knowledge of the subject areas within the committee jurisdiction. Applicants with legislative experience are desired, however all relevant experiences will be considered.

ESSENTIAL DUTIES:

- Assists in providing information concerning potential and pending legislation (including preparation of analysis, drafting measures, amendments and committee reports).
- Prepares drafts or reports, summaries, and other written materials within the program area.
- Prepares public information (including reports, summaries, and other written materials) within the program area.
- Collects and summarizes information necessary for the enactment of legislation.
- Drafts amendments as directed by author or supervisor.
- Maintains and develops contact with other consultants, special interest groups, and public agencies.

- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles and operations applying to the Committee's jurisdiction.
- Organization and function of the California State Government.
- Legislative and committee process.
- Conduct thorough, objective analyses of moderate complexity.
- Learn applicable laws, policies and issues in the program area.
- Communicate clearly and concisely across various platforms.
- Work effectively with those contacted in the course of duties.
- Work extended hours as necessary when legislative functions dictate.
- Access, input and retrieve information from a computer.

Contact: Send a resume and cover letter to Taylor.Gonsalves@asm.ca.gov.