



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Rules

Classification: Information Technology Consultant

Posted: May 20, 2026

The Assembly Rules Committee, is seeking an IT Consultant. The ideal candidate is a knowledgeable IT professional who is capable of managing technical work, communicating directly with internal and external customers, and taking ownership of technical outcomes. This role performs a variety of technical activities relating to the procurement, development, installation, and implementation of electronic information processing systems. Acts as a liaison between the California State Assembly and the Office of Legislative Counsel's Legislative Data Center.

Qualified candidates will be proactive self-starters who are highly organized, detail-oriented, creative, possess strong writing, technical and analytical skills, employ good judgment, work well on deadline and under pressure, and able to successfully manage multiple and competing tasks and projects.

Reports to: Chief Information Officer

Primary Duties:

- Provides technology support and assistance for Assemblymembers and staff.
- Performs troubleshooting and problem resolution tasks.
- Research, analyze, and develop solutions to problems using information technology.
- Resolves account issues for new and existing employees.
- Processes account requests.
- Responds to complaints, requests for information related to technology, and general inquiries.
- Works on complex data communication network projects.
- Resolves difficult account issues for new and existing employees, reviews unique access and permissions.
- Performs software analysis and acquisition.
- Conducts feasibility studies.
- Advises on social media best practices and policies.
- Facilitates website updates and tools.

- Assists with administrative tasks, including review of mass mail/outreach, committee analyses, and Assemblymember communications.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Hardware and software configurations, including, but not limited to, Apple, Windows, Microsoft Office Suite, print technology, and personal computers (PCs).
- Technology platforms and their capabilities.
- Broadcasting Technology.
- Electronic information processing systems.
- Legislative technology infrastructure (computer network; television network, telephone network, and all the related components).
- Legislative Information Systems and Assembly paperless Technology (Member Portfolio, Committee Services, Bill Analyses, etc.) and client applications on various platforms (personal computer (PC), cellular phones, tablets, etc.)
- PCs and local area networks (LANs), including hardware and software troubleshooting and maintenance.
- Mobile technology including but not limited to Wireless technology and cellular devices/technology.
- Knowledge of AI and web technologies.
- Organization and function of California State Government and the California Legislature; specifically, the State Assembly and the Legislative Data Center.
- Social media policy and regulations.
- State and Assembly Rules, laws, policies, and procedures pertaining to legislative requests.
- Safe work practices and procedures.
- Proper spelling, grammar, usage, and punctuation.
- Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- Basic reading of floor plans and understanding of construction terminology.
- Principles and practices of competitive bidding process.
- Organization and function of the California State Assembly.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Troubleshoot office equipment issues.
- Understand and apply Americans with Disabilities Act and California building codes.

- Employ good judgement and make sound decisions in accordance with established procedures and policies.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Exercise discretion and maintain confidentiality in work practices.
- Work efficiently and effectively at all times.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Understand and carry out directions.
- Lift, push, pull, carry, and move a variety of items weighing up to 50 lbs.
- Bend, twist, and reach as necessary to complete tasks.
- Access, input, and retrieve information from a computer.
- Work extended hours as necessary.

QUALIFICATIONS

- Minimum of one year of relevant experience.
- Experience managing projects.

The salary range for this classification is \$6,924-\$16,513 per month. Significant relevant experience including some experience supporting legislative operations in the Legislature is required to reach the higher end of the salary range. It is anticipated the candidate will be hired between \$8,750 to \$10,000 per month depending on experience.

Contact: Interested applicants should email a copy of their resume and cover letter to Sohrab.Mansourian@asm.ca.gov.