California's first Citizens Redistricting Commission (Commission) is a 14-member Commission created by the passage of Proposition 11, the Voters FIRST Act, in 2008. It is charged with redrawing the California State Senate and Assembly, State Board of Equalization, and – as a result of the 2010 passage of Proposition 20 – Congressional districts based on information gathered during the 2010 census and every 10 years thereafter. The Commission must draw the State Senate, Assembly, and State Board of Equalization districts in conformity with strict, nonpartisan rules designed to create districts of reasonably equal population that will provide fair representation for all Californians. Congressional districts shall achieve population equality as nearly as is practicable. By August 15, 2011, the Commission shall approve four final maps.

DEPARTMENT:	Citizens Redistricting Commission	**RELEASE DATE:**	December 10, 2010
POSITION TITLE:	Administrative Assistant	**FINAL FILING DATE:**	December 29, 2010 or until filled
SALARY RANGE:	$4,400-$5,348 / Month	**LOCATION**	Sacramento, CA

POSITION DESCRIPTION

Under the general direction of the Executive Director, the Administrative Assistant provides administrative support to the Commission and Executive Director; consults with and interprets matters relating to administration matters; assists staff on administrative problems and procedures; confers with other staff members in regard to Commission support needs and reports such needs to the Executive Director; provides assistance at meetings and hearings; may supervise and review the work of administrative support staff; assists in the preparation of articles for publication; organizes and maintains office communications, materials and files for the Commission, dictates correspondence and prepares reports; assists with travel reimbursement, per diem and related documentation for the Commission in accordance with reimbursement requirements. Performs other administrative tasks, relevant research and support for special projects, as assigned.

The Commission offers a comprehensive benefits package through the State of California including a Defined Benefit plan, health care plan and leave time. See the following website for more detailed information
http://www.dpa.ca.gov/benefits/employeebenefits.shtm

Employees of the Commission occupy non civil service positions serving at the pleasure of the Commission.

The Voters FIRST Act states, "The commission shall apply the conflicts of interest listed in paragraph (2) of subdivision (a) of [Government Code] Section 8252 to the hiring of staff to the extent applicable." As such, individuals seeking employment with the Commission should read the *Guidance on Conflicts of Interest*, attached.

MINIMUM QUALIFICATIONS

Applicant must be a highly organized and competent individual, demonstrate the ability and experience to perform administrative support duties that are sensitive, complex and confidential in nature. Such overall ability requires possession of the following:

- Minimum of 4 years of experience performing executive and/or administrative support.
- Ability to communicate with executive, Commission and staff level individuals and demonstrate proper protocol and sensitivity.
- Excellent written, oral, and interpersonal communication skills.
- Ability to work in a rapidly changing environment with continuously evolving priorities and under tight deadlines.
- Exceptional organization skills to plan and organize the work to be performed in the context of both short and long term goals and priorities.
- Ability to use initiative and independent judgment in resolving operational issues within established procedural guidelines.

DESIRABLE QUALIFICATIONS

It is anticipated the Communications Officer will be a highly competent, organized and experienced professional with a demonstrated track record. Such overall ability requires possession of most of the following specific knowledge and skills:

- Understanding of the scope and purpose of the Commission.
- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch.
- Ability to recognize and understand the political environment and consequences of actions.
- Ability to prioritize and adapt to evolving priorities.
- Ability to adhere to required technical and administrative guidelines and standards.
- Ability to develop and maintain cooperative working relationships with all those contacted through the course of work.
- Ability to represent the Commission effectively internally, and with the public.
- Willingness to travel and to work irregular hours with limited notice.
- Knowledge of the Bagley-Keene Open Meeting Act requirements.

- Knowledge of parliamentary procedure established by Robert's Rules of Order for the conduct of meetings.
- Knowledge of the California Public Records Act.
- Knowledge of the use of computers and basic office software programs such as word processing, spreadsheet, and mapping programs.

FILING INSTRUCTIONS
Interested applicants must submit an application packet consisting of:

(1) A completed Standard State Application (Form 678).
http://jobs.ca.gov/OEC/jobs/stateapp.aspx

(2) A "Statement of Qualifications."
The Statement is a narrative discussion of how the applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and be no more than four pages in length with a font size no smaller than 12 point.

Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date of December 29, 2010 to:

Secretary of State, Human Resource Unit
1500 11th Street, Suite 475, Sacramento, CA 95814
Frederick Radcliffe | 916-653-6987 | Frederick.radcliffe@sos.ca.gov

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Guidance on Conflicts of Interest
(Government Codes 8252 and 8253)

The clear intent of the Voters FIRST Act (Act) is to establish a Citizens Redistricting Commission (Commission) whose work is open to public scrutiny and whose members are as free from partisan political influence as possible. To achieve that goal, the Act makes certain individuals ineligible to serve on the Commission. This document describes how these requirements operate. Individuals who are completing the supplemental application should read this information before completing the questions related to **Immediate Family Information**.

Limitations based on activities prior to applying: the Act makes an applicant ineligible to serve on the commission if, during the 10 years immediately prior to the date of applying to serve on the commission, the applicant or a member of his or her immediate family as defined for this purpose, have engaged in any of the following political activities:

- been appointed by the Governor, a member of the Legislature, or a member of the State Board of Equalization to any California state office;
- held an appointed California state office at the pleasure of the Governor, a member of the Legislature, or a member of the State Board of Equalization;
- been elected to, or a candidate for any California state office;
- been appointed by the Governor, elected to, or a candidate for a seat in the United States Senate or House of Representatives that is elected from California;
- served as an officer, employee, or paid consultant of a political party operating in California
- served as an officer, employee, or paid consultant of the campaign committee of a candidate for elective state office in California or for a seat in the United States Senate or House of Representatives that is elected from California;
- served as an elected or appointed member of a central committee of a political party operating in California;
- been a lobbyist registered with the United States Senate, the United States House of Representatives, the California Secretary of State, or any local jurisdiction within California;
- been employed by and received compensation from the Congress of the United States to provide services to a member elected from California;
- been employed by and received compensation from the Legislature or the State Board of Equalization;
- contributed $2,000 or more during any calendar year to any candidate for a seat in the United States Senate or House of Representatives that is elected from California;
- contributed $2,000 or more during any calendar year to any candidate for California elective state office or any regional, county, municipal, district, or judicial office in California that is filled by an election.

To understand how these limitations operate, it is extremely important to understand what the phrase **member of his or her immediate family means**. This phrase has been given

a somewhat unique meaning for purposes of the Act. A member of an applicant's immediate family is an applicant's spouse, registered domestic partner, parent, child, sibling, or in-law (which includes the applicant's father in-law, mother in-law, son in-law, daughter in-law, brother in-law, and sister in-law through marriage or domestic partnership) with whom the applicant has a special, or bona fide, relationship. A person has a bona fide relationship with a member of his or her family member if any of the following are true:

- within the preceding 12 months: the applicant and family member have cohabited for a period or periods totaling 30 days or more;
- within the preceding 12 months, the applicant and family member have shared ownership of any property having a value of $1,000 or more;
- within the preceding 12 months, the applicant has given to or received from the family member a financial benefit or benefits totaling $1,000 or more.

This means that an individual is ineligible to serve on the commission if a member of his or her immediate family, with whom the individual has a special relationship, based on one or more of the three factors listed above, has engaged in the political activities listed above. Let's look at two examples of how this would work.

Example 1: Applicant A wishes to apply for service on the Commission. Applicant A's mother was appointed by the governor to serve on the Public Utilities Commission, in 2004. An appointment to the Public Utilities Commission is considered an appointment to state office.

To determine whether Applicant A is ineligible because of his mother's appointment to a state office, we need to determine whether Applicant A has a special relationship with his mother, as defined by the three factors listed above.

Assuming that Applicant A and his mother have not cohabited for 30 days or more, that Applicant A and his mother do not have shared ownership of property having a value of $1,000 or more, or that Applicant A has neither given to, or received from, his mother, a financial benefit totaling $1,000 or more in the preceding 12 months, Applicant A is not disqualified on the basis of his mother's political appointment.

It is very important to recognize that although you may have a family member who has been involved in one or more of the political activities listed earlier, you will only be ineligible to serve on the commission because of your family member's political activities if you have a special relationship, based on one or more of those three factors listed above.

Example 2: Now let's add a slightly different twist. Applicant B is also very interested in serving on the Commission. Applicant B has a brother who was appointed by the governor to serve on the state Agricultural Labor Relations Board. Applicant B and his brother also happen to jointly own a restaurant business that is worth well over $1,000.

In this case, Applicant B is ineligible to serve on the commission because he and his brother, who has been appointed by the governor to serve on a state board, have the kind of special, or bona fide relationship, that makes Applicant B ineligible to serve.

Limitations based on current relationships: certain individuals, because of their employment, contractual, or familial relationship to certain public officials, are not eligible to serve on the commission, as follows:

- any person who serves as staff or as a consultant to, or is under contract with the governor, a Member of the Legislature, a Member of the State Board of Equalization, or a Member of the United States Senate or House of Representatives elected from California, is not eligible to serve on the commission;
- any person who has an immediate family relationship with the Governor, a Member of the Legislature, a Member of the State Board of Equalization, or a Member of the United States Senate or House of Representatives elected from California, is not eligible to serve on the commission.