

Minimum Critical Knowledge, Abilities, and Experience Required to Maintain Commission Operations

Executive Director

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> the scope and purpose of the Commission; the Bagley-Keene Open Meeting Act requirements; of parliamentary procedure established by Robert’s Rules of Order for the conduct of meetings; and the use of computers and basic office software programs such as word processing, spreadsheet, and mapping programs; principles, practices and trends in the administration and management of a public organization.</p>	<p><i>Ability to:</i> recognize and understand the political environment and consequences of actions; to set realistic and challenging performance goals for individual staff members; to prioritize and adapt to evolving priorities; to adhere to required technical/professional guidelines and standards; to develop and maintain cooperative working relationships with all those contacted through the course of work; to communicate effectively with others as demonstrated by strong written and verbal communication skills, including preparation of talking points and briefings; and to represent the Commission effectively internally, before the Legislature, and with the public.</p>	<ul style="list-style-type: none"> ▪ Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the goals of the Commission. ▪ Cooperative Engagement - Conveys direction and strategy to staff while supporting an environment of collaboration and cooperation. Has the ability to encourage a diversity of opinions and enhance his/her own ability as well as the ability of others to contribute in achieving the goals of the Commission ▪ Enable Others To Act - Delegate, mentor and guide team towards successful performance of individual duties and group responsibilities. ▪ Communication - Has the ability to clearly express ideas, thoughts and expectations and is an active and empathetic listener. ▪ Experience developing and overseeing outreach and education programs. ▪ Willingness to travel and to work irregular hours with limited notice. ▪ Demonstrated management and administrative leadership skills. ▪ Strong negotiating skills.

Budget Officer

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> financial procedures of the State of California; purposes, functions and fiscal organizations of State Agencies; and laws relating to the financial administration of State Government.</p>	<p><i>Ability to:</i> coordinate with Commission managers to prepare required fiscal reports or special studies related to fiscal matters, conduct analysis of fiscal affairs, including data gathered from various automated systems; interpret and comply with instructions and policy established by the Commission, the Secretary of State's Office, and the Governor's Office related to the development of the annual Governor's Budget; coordinate the preparation of budget change proposals; prepare detailed budget reports with accompanying reporting schedules and documents as required for operations of the Commission; perform continuous budgetary reviews and maintain controls for appropriations through position review and expenditure analysis. Prepare reports, presentations and display of the results of the analysis completed.</p>	<ul style="list-style-type: none">▪ Education and or strong experience in finance, accounting, or related field.▪ Prepare reports and supporting documentation in preparation for Commission and legislative budget hearings.▪ Ability to present fiscal reports and findings in a clear, accurate and concise manner to the Commission and legislative committees.▪ Ability to represent the Commission effectively internally, and with the public.▪ Ability to prioritize and adapt to evolving priorities.▪ Willingness to work irregular hours with limited notice.

Contracts, Procurement, Personnel & Operations (Business Manager)

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; basic principles of accounting and financial record keeping; principles of office management, including office methods and procedures; governmental functions and organization at the State and local level including roles of control agencies and the linkage points for getting things done (personnel, facilities, telecommunication, IT, procurement, contracts, etc.).</p>	<p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise Executive Director or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; express ideas and give instructions effectively; operate common office appliances used in financial record-keeping work and make arithmetical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions.</p>	<ul style="list-style-type: none"> ▪ Knowledge of purchasing methods, regulations and procedures as prescribed by the State Department of General Services; ▪ Knowledge of contract management; ▪ Knowledge of State of CA Personnel rules and practices as related to employee recruitment, selection, and benefits; ▪ Knowledge of business accounting and budgeting practices and financial recordkeeping; ▪ Ability to effectively apply the principles of purchasing, contract management, personnel management and supervision; ▪ Ability to plan, direct and organize the procurement and services functions of the Commission; ▪ Basic knowledge of State Budget process. ▪ Experience as a personnel liaison. ▪ Willingness to travel and to work irregular hours and weekends with limited notice. ▪ Demonstrated management and administrative leadership skills. ▪ Strong negotiating skills.

Commission Operations & Meeting Support (Sr. Ops Analyst) & (Accounting & Admin. Staff person)

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> Physical, organizational, and personnel requirements necessary to coordinate public events; principles, methods, and procedures for organizing multiple tasks and project activities simultaneously; principles and practices of procurement and analysis of operations; government functions and organization.</p>	<p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex operational problems under short timelines; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; gain and maintain the confidence and cooperation of those contacted during the course of work; work independently to resolve situations promptly and effectively; organize, allocate, coordinate, and evaluate work of personnel; establish and maintain effective relationships with employees, venue personnel, and the public; manage multiple tasks and priorities</p>	<ul style="list-style-type: none"> ▪ Experience working with the public. ▪ Possess a valid CA Drivers' License (Class C). ▪ Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, flexibility, and tact. ▪ Willingness to travel for extended periods, working long and irregular hours ▪ Display good interaction skills. ▪ Interact successfully in a team environment. ▪ Communicate successfully in a diverse community. ▪ Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. ▪ Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

Commission Operations, Meeting & Web/IT Support (Sr. Ops Analyst)

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> Physical, organizational, and personnel requirements necessary to coordinate public events; principles, methods, and procedures for organizing multiple tasks and project activities simultaneously.</p> <p>Hardware and software installation and troubleshooting; wireless and wired network administration; configuration and management of mobile devices; Windows XP and 7; anti-virus software; principles and practices of supervision, basic concepts related to contracting, procurement, and related accounting practices</p> <p>In addition, knowledge of the following:</p> <ul style="list-style-type: none"> ▪ JavaScript, HTML, CSS, and PHP programming ▪ Secure File Transfer Protocol and CDN ▪ Adobe Photoshop CS3 or higher ▪ Adobe Illustrator CS3 or higher ▪ Adobe InDesign CS3 or higher ▪ Adobe Dreamweaver CS3 or higher ▪ Adobe Acrobat X Pro ▪ Microsoft Word 2003 or higher (2010) ▪ Microsoft Excel 2003 or higher (2010) ▪ Video and sound file editing ▪ Understand cloud technologies and concepts. 	<p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex operational problems under short timelines; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; gain and maintain the confidence and cooperation of those contacted during the course of work; work independently to resolve situations promptly and effectively; organize, allocate, coordinate, and evaluate work of personnel; establish and maintain effective relationships with employees, venue personnel, and the public; manage multiple tasks and priorities.</p> <p>Standardize, validate, and optimize html, images and cascading style sheets (CSS); convert content in various formats (i.e. MS Word, etc.) to appropriate web formats (i.e., PDF, etc.); copy content to/from various locations via secure file transfer protocol (SFTP.); develop, design and maintain web pages using strict XHTML1.0 and CSS that are WCAG 2.0 Level AA compliant, using a free web authoring tool or Adobe Dreamweaver; validate web pages and cascading style sheets according to W3C standards; optimize web pages, images and JavaScript for maximum quality and optimal performance; set up, configure, and maintain streaming video servers.</p>	<ul style="list-style-type: none"> ▪ Experience working with the public. ▪ Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, flexibility, and tact. ▪ Willingness to travel and/or work long and irregular hours ▪ Display good interaction skills. ▪ Interact successfully in a team environment. ▪ Communicate successfully in a diverse community. ▪ Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. ▪ Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. ▪ The suite of applications available via Google Apps ▪ File management using Google Docs ▪ Google mail and calendaring ▪ ADA Compliance Concepts and Practices (WCAG 2.0) ▪ W3C standards ▪ IT help or support or related customer service

Commission Budget & Finance Support**(Accounting & Admin. Staff person)**

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> Principles and practices of financial record keeping; basic principles of accounting; principles of office management, including office methods and procedures; principles, practices, and trends of public and business administration, including supportive staff services such as budget, management analysis, planning, program evaluation, or related areas; governmental functions and organization at the State level; purposes, functions and fiscal organizations of State Agencies.</p>	<p><i>Ability to:</i> operate common office equipment used in financial record-keeping work and make arithmetical computations rapidly and accurately; reason logically and creatively and utilize a variety of analytical techniques to resolve complex accounting and budgetary problems; analyze data and present ideas and information effectively both orally and in writing; gain and maintain the confidence and cooperation of those contacted during the course of work; conduct analysis of fiscal affairs, including data gathered from various automated systems; assist in the preparation of budget change proposals; assist in the preparation of budget reports with accompanying reporting schedules and documents as required for operations of the Commission; assist with budgetary reviews, position reviews, and expenditure analysis.</p>	<ul style="list-style-type: none">▪ Knowledge of business accounting and budgeting practices and financial recordkeeping;▪ Prepare reports and supporting documentation in preparation for Commission and legislative budget hearings;▪ Familiarity with computer office software including spreadsheets, word processing, email, and internet;▪ Ability to establish and maintain cooperative relations with those contacted in the work;

Commission Counsel

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; federal Voting Rights Act of 1965 (42 U.S.C. § 1971 and following); and the scope and purpose of the Commission.</p>	<p><i>Ability to:</i> recognize and understand the political environment and consequences of actions; work in a fast-paced environment, prioritize and adapt to evolving priorities; develop and maintain cooperative working relationships with all those contacted through the course of work; represent the Commission effectively internally, before the Legislature, and with the public; and a demonstrated ability to plan and act independently.</p>	<ul style="list-style-type: none">▪ J.D. and licensed to practice law in the State of California.▪ Minimum of 10 years of law practice experience, within State Civil Service or in private practice with at least 5 yrs. within State Civil Service.▪ Ability to communicate effectively in writing and in oral presentations with a variety of contacts, including the Commissioners, outside attorneys, public officials, the public, press and staff.▪ Ability to accurately appraise legal problems, perform legal research, and correctly apply legal principles, evidentiary rules and precedents to proposed solutions.▪ Ability to write and edit correspondence, pleadings, briefings, talking points, legal opinions, regulations, and legislation.▪ Ability to synthesize, clarify, and disseminate complex information.▪ 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 CA Public Records Act (PRA - GOVT. CODE §§ 6250 - 6276.48) and public agency requirements under the PRA.▪ Interact successfully in a team environment.▪ Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.▪ Deal with members of the public in a tactful, congenial, personal manner so as not to alienate or antagonize them.

Communications Director

Knowledge	Abilities	Experience/Desired Qualifications
<p><i>Knowledge of:</i> the scope and purpose of the Commission; the Bagley-Keene Open Meeting Act requirements; parliamentary procedure established by Robert’s Rules of Order for the conduct of meetings; the California Public Records Act; the use of computers and basic office software programs such as word processing, spreadsheet, and mapping programs; principles and practices of public relations; techniques for effective public relations using traditional as well as electronic / internet-based platforms; legal, professional and ethical practices related to public relations and communications.</p>	<p><i>Ability to:</i> recognize and understand the political environment and consequences of actions; simultaneously prioritize and manage multiple, complex projects under time pressure and adapt to evolving priorities; adhere to required technical/professional guidelines and standards; develop and maintain cooperative working relationships with all those contacted through the course of work, including experience in community relations; represent the Commission effectively internally, before the Legislature, and with the public</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree in Communications, Journalism or other relevant field. ▪ Minimum of 10 years of experience in communications or public relations, or an equivalent combination of education and experience. Experience may be either in State Civil Service or the private sector. ▪ Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, including preparation of talking points and briefings. ▪ Demonstrated skill in proactive media planning, message development and outreach. ▪ Ability to develop and maintain a comprehensive Internet presence with current technologies. ▪ Interact successfully in a team and a public environment. ▪ Communicate successfully in a diverse community. ▪ Communicate effectively with members of the public from varied experiences, perspectives and backgrounds, which may involve some exposure to hostile opinions or adversarial behavior. ▪ Deal with members of the public in a tactful, congenial, personal manner so as not to alienate or antagonize them.