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## **COMMISSION SECRETARY California Citizens Redistricting Commission**

\$4,281 - \$5,776 per Month

### **Final Filing Date: Until Filled**

The 14-member 2020 California Citizens Redistricting Commission (Commission) seeks a Commission Secretary to provide administrative and meeting support for the Commission.

Under the general direction of the Executive Director and oversight of the Deputy of Administration, the Commission Secretary provides administrative and meeting support to the Commission through the timely and accurate collection and sharing of information directly related to its activities. The Commission Secretary ensures that the Commission is well informed and that its activities are well documented for the use of Commissioners, staff, and stakeholders.

The Commission is a 14-member body created by the passage of the Voters FIRST Act, in 2008. It is charged with redrawing the California State Senate and Assembly, State Board of Equalization, and Congressional districts based on information gathered during the 2020 census. The Commission must draw the districts in conformity with strict, nonpartisan rules designed to create districts of reasonably equal population that will provide fair representation for all Californians. It is a further mandate that this process be conducted in an open and transparent manner, allowing for participation by the public. The commission is required by law to approve final maps by August 15, 2021<sup>1</sup>.

### **POSITION DESCRIPTION**

The Commission Secretary is responsible for:

- Working with the Commission Chair and Executive Director to develop meeting agendas; maintaining the agenda email and documents site, reviewing all posts to that site, directing emails and documents to the appropriate commissioner, subcommittee or staff member and responding to all individual post noting receipt and the disposition of the request.

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<sup>1</sup> It is likely that, due to delays to the federal census resulting from COVID-19, this date could be extended to December 15, 2021.

- Tracking requests for speakers, identifying speakers, related agenda item(s), date and time of attendance, and speaker contact information; tracking requests for posting to the website, forwarding documents to the Chair and Executive Director for approval and forwarding to designated staff for posting.
- Maintaining an up-to-date meeting calendar including matters to be on the Commission meeting's agenda; maintaining a current contact list of Commissioners and Staff and updating it as changes occur; maintaining the file of Commission summaries and subcommittee meeting findings; maintaining all files and records of Commission's meetings (electronic and hard copy); maintaining copies of the Commission's policy and procedures, updating as needed.
- Taking sufficient notes to develop an accurate and comprehensive summary of each meeting; sending draft of meeting summary to Commission Chair and Executive Director for initial review and following up with reviews by additional Commissioners as requested; distributing copies of the Meeting Summaries and meeting actions to Commissioners promptly after meetings.
- Providing assistance/support to the Deputy of Administration and administrative staff as needed, including document preparation and copying; pick-up and delivery of contracts, payroll, commissioner checks and mail; and receiving and forwarding messages and requests from the public.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of: Modern office methods, supplies and equipment; business English; word processing and spreadsheet software; principles of office management; filing methods and records management procedures; best practices for creating meeting summaries.
- Ability to: Read and write English at a level required for successful job performance; perform difficult clerical work; make clear and comprehensive reports from own notes; perform all tasks and prepare required reports independently; communicate effectively orally and in writing; work with and deal tactfully with individuals from a broad range of backgrounds and experience; work with competing time demands and multiple priorities; produce notes and meeting summaries in a timely manner.

### **DESIRABLE QUALIFICATIONS**

The ideal candidate will be a competent, organized, and experienced professional with a demonstrated track record of successful accomplishments working with a public board,

commission, or similar public body. Such overall ability requires possession of most of the following specific qualifications:

- Willingness to work irregular hours with limited notice.
- Understanding the scope and purpose of the Commission.
- Work experience in a politically and socially sensitive environment.
- Familiarity with structure and the process of board and/or committee meetings.
- Ability to be decisive, innovative, and flexible under stressful conditions.
- Approaches work from a strong team approach, sees what needs to be done and steps up to help get it done.
- Ability to type up to 40 words per minute.
- Two years' experience working with a public board, commission, or similar public body.

### **ADDITIONAL INFORMATION**

This is an exempt position, non-tenured, limited term (2 year), full time, and is appointed by the commission. Employees of the Commission occupy non Civil Service positions serving at the pleasure of the Commission. The incumbent will have return rights if previously holding permanent civil service status (GC §19141-19141.1).

Interviews will be scheduled and made by the Commission until the position is filled.

### **BENEFITS**

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 [CalHR Exempt benefits page](#) for more information:

### **WORK LOCATION**

The position will be located in Sacramento, California. Opportunity for remote work may be arranged.

### **FILING INSTRUCTIONS**

Interested applicants must submit an application packet consisting of a completed State Examination/Employment Application ([STD. 678](#)).

### **CONTACT INFORMATION:**

All inquiries should be sent to: [Raul.Villanueva@crc.ca.gov](mailto:Raul.Villanueva@crc.ca.gov)

Please put "Attn: Commission Secretary Recruitment" in the subject line.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions(s)), and sexual orientation.