



## THE ORGANIZATION

The California State Legislature is a bicameral legislative body made up of a lower and upper house, the State Assembly and State Senate. Both houses convene at the State Capitol in Sacramento to draft legislation subsequently sent to the Governor's desk to become law. The State Assembly is led by the Speaker, who is nominated by the majority party and elected by the full Assembly. The Assembly is governed by the Committee on Rules which acts as the Executive Committee of the House. There are 80 Members and approximately 1,200 employees, 100 of which work directly for the Assembly Rules Committee.

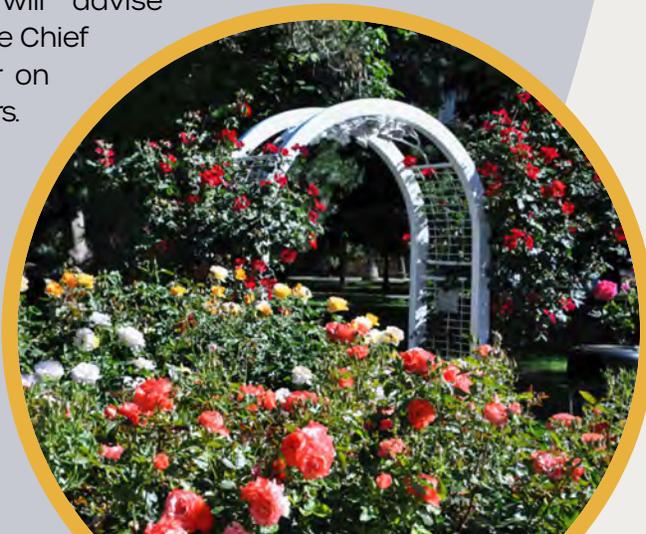
The Assembly Rules Committee manages the personnel and general administrative operations of the Assembly, as well as refers all bills and resolutions to the appropriate standing committees. Some of the important powers and duties the Rules Committee performs are:

- To employ staff for Members, Committees, and the Assembly, and set the conditions of employment, and pay these employees from the contingent funds of the Assembly;
- To approve all proposed expenditures before the expenses are incurred; and
- To approve all claims for expenses incurred by the Assembly.

## THE POSITION

The Equity Advisor reports to the Chief Administrative Officer and serves as the California State Assembly's lead on issues, policies, and activities related to diversity, equity, and inclusion (DEI). This is a new position for the California State Assembly, and the incoming Equity Advisor will have the opportunity to present their ideas and proposals in an ever-changing environment. They will advise leadership through the Chief Administrative Officer on important equity matters.

This is an advisory role that will lead the Assembly's efforts in building its equity practices and culture and will develop and



define the diversity mission statement and key strategies in the areas of DEI. The Equity Advisor will conduct analysis of DEI matters, analyze findings, and make reports of practical solutions for review by the Chief Administrative Officer.

This position will monitor and evaluate occupational areas to identify opportunities to increase inclusiveness of employees in various racial, ethnic, gender, and disability categories. They will be responsible for developing, creating, and tracking DEI metrics, and will collaborate with Human Resources and Assembly offices to integrate diversity best practices in the workplace. They will establish effective modes of communication to ensure staff are kept informed of the Assembly's ongoing DEI efforts; will maintain and develop relationships with colleges and universities, professional organizations, and public agencies; and will perform other related work as assigned.

## THE IDEAL CANDIDATE

The California State Assembly is seeking a visionary and innovative Equity Advisor that has experience dealing with highly sensitive, complex, and political situations. The ideal candidate has high political acumen, is patient and understanding, and is effective in building strong working relationships and partnerships. The successful candidate has experience transforming and advancing equity by working in partnership with the

community, stakeholders, peers, and officials. They are results oriented and will offer new ideas while welcoming feedback.

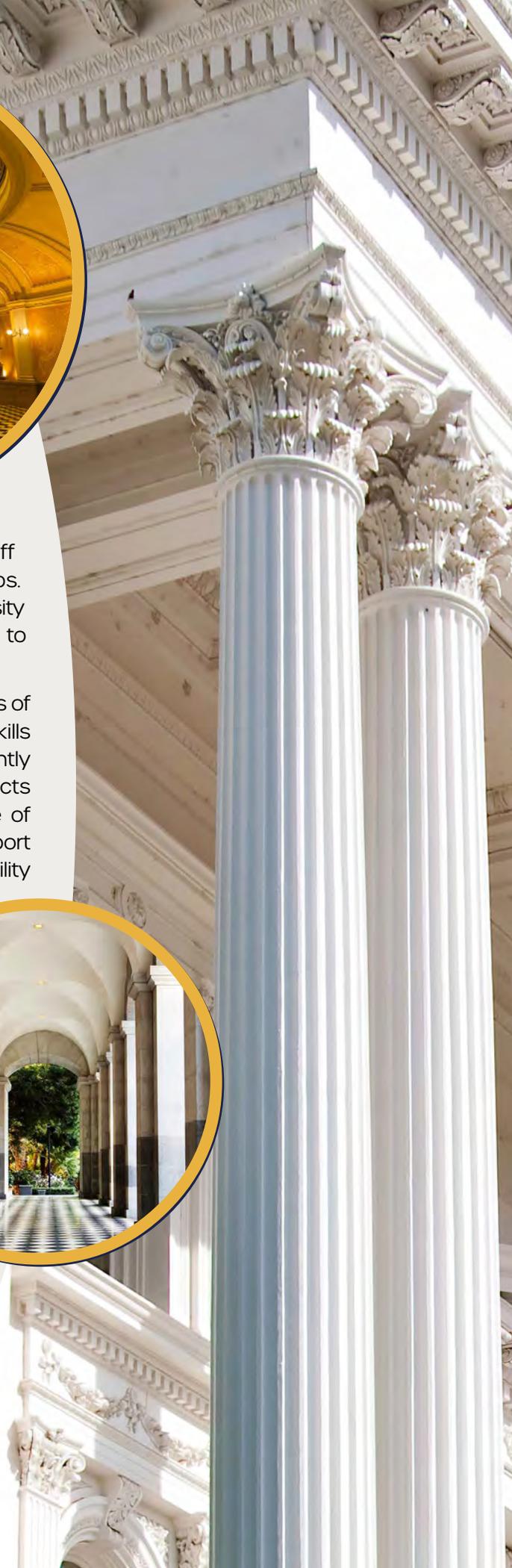
The ideal candidate has a desire to administer and facilitate equity programs and has the skills necessary to be a strong leader and trainer. Knowledge of the legislative process, employment law, and organization and function of the California State Legislature is sought. The successful candidate has the ability to engage with diverse staff and leadership to promote trust, collaboration, and partnerships. They have demonstrated the ability to develop and present diversity training programs and use a variety of analytical techniques to resolve complex problems.

An adaptable Equity Advisor that is open to the unique challenges of the role is sought. Strong interpersonal and time management skills are a must. The ideal candidate has the ability to work efficiently and effectively under pressure and can manage multiple projects with competing priorities. Candidate should have knowledge of methods and techniques of research, statistical analysis, and report presentation. The ideal candidate also has the demonstrated ability to communicate effectively, both verbally and in writing.

Qualified candidates possess a Bachelor's degree from an accredited college or university in Business Administration, or equivalent relevant work experience and five (5) years of experience in outreach initiatives and/or diversity recruitment efforts, including attracting and maintaining a diverse workforce. Qualified candidates also have experience in project management and in the public sector environment.

## COMPENSATION

The annual salary range for this position is \$102,084 to \$154,548 and placement within this range is dependent on experience and qualifications. The State Assembly also offers a generous benefits package including comprehensive medical, dental, vision, medical reimbursement account, term life insurance, long term disability, prepaid legal, employee assistance program, leave allowance, and optional CalPERS.



## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:  
Open Until Filled**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the California State Assembly. Candidates will be advised of the status of the recruitment following selection of the Equity Advisor.

If you have any questions, please do not hesitate to call Valerie Phillips at:

(916) 784-9080

