



California State Legislature Assembly Republican Caucus



Assembly Republican Office of Policy and Budget Floor Manager

The Office of Policy and Budget advises Assembly Republicans and their staff on all policy and fiscal matters before the Legislature. The Office also works closely with Caucus Leadership and Communications staff to develop policy-related proposals that will advance and promote the strategic interests of Assembly Republicans.

The Floor Manager serves as an advisor to Assembly Republican leadership on Assembly procedures, and is responsible for keeping up-to-date with Assembly and legislative rules and calendars; preparing documents for use in conjunction with each Assembly floor session; organizing update memos; preparing motions for the Caucus Whip; monitoring Rules Committee proceedings; editing analyses; analyzing resolutions, and managing the workload of the Floor Assistant. In addition, the Floor Manager may be asked to perform duties generally associated with an associate consultant, including analyzing legislation, proposals, and other policy initiatives.

The ideal candidate for this job is a dynamic individual who is highly organized, has legislative experience, thrives in a fast-paced environment, and enjoys being part of a team atmosphere.

Job Description – Floor Manager

- Track bills as they go through the legislative process and on the Daily File.
- Organize analyses update memos.
- Edit analyses and prepare Floor documents.
- Apprise Caucus Whip of upcoming Floor motions.
- Manage the workload of, and delegate tasks to, the Floor Assistant.
- Monitor Rules Committee hearings.
- Analyze bills and resolutions as assigned, and make vote recommendations for Republican Members.
- Coordinate with the Senate Desk and Republican Caucus to track Senate sessions and the Senate Daily File.
- Perform research projects as assigned.

Requirements

- Experience guiding bills through the legislative process. Understanding the legislative process is essential.
- Superior organizational, written, verbal, and analytical skills.
- Working knowledge of Assembly and legislative rules and calendars.
- Flexibility to work long hours and weekends as necessary to complete assigned duties, particularly during peak periods in the legislative calendar.
- Ability to work as part of a team.
- Ability to multi-task, work in a fast-paced environment, and willingness to shift between Floor duties and other responsibilities as necessary.
- Ability to think strategically and make recommendations on how to advance Assembly Republican principles and policy goals in California's political environment.