

Here are job opportunities released by the Los Angeles District Office of Governor Arnold Schwarzenegger:

\* Administrative Assistant, City of Los Angeles, Mayor's Office of Legislative and Intergovernmental Relations. Responsible for general office duties and lobbyist/legislative support. Salary negotiable. More information: e-mail [donna.estacio@lacity.org](mailto:donna.estacio@lacity.org)

. (3/24)

\* Legislative Representative, City of Los Angeles, Mayor's Office of Legislative and Intergovernmental Relations. Work at direction of Chief Legislative Representative Jim DeBoo, assist in developing strategies to implement Mayor's/City's priorities and objectives. Salary negotiable. More information: e-mail [donna.estacio@lacity.org](mailto:donna.estacio@lacity.org)

. (3/24)

\* Government Relations Attorney - Kaiser Permanente, Oakland. Minimum 3 years experience including legislative, health care policy, health services research and knowledge of managed care regulation needed for full-time position. Competitive salary commensurate with experience. Apply:

<http://kaiserpermanentejobs.org>

, req. #1223. (4/15)

\* The California Public Employees' Retirement System seeks 3 CEA V positions: Deputy Executive Officer, Benefits Administration, details [here](#)

; Deputy Executive Officer, Operations, details [here](#)

; Director of External Affairs, details [here](#)

. Salaries start at \$9544/month. Final Filing 4/10/09

. Contact 916 795 0426. (4/10)

\* Director of Government Affairs, California Retailers Association. In-house lobbyist coordinating activities/advocacy for CRA

's Chain Drug Committee and representing retail industry on other issues. Capitol experience preferred. Salary based on experience, full benefits.

Resumes: Tawni Escudero, [tescudero@calretailers.com](mailto:tescudero@calretailers.com)

, fax 916 441 4218. (4/7)

\* California Unemployment Insurance Appeals Board seeks CEA IV, Chief

Written by Alexander Kim

Monday, 23 March 2009 22:23 - Last Updated Tuesday, 24 March 2009 19:38

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Administrative Law Judge for Appellate Operations, second level of appeals.  
Salary range \$9,018.00 - \$10,459.46/Month; Final Filing

3/23/09

or until filled. Get details

here

. Contact:

kiml@cuiab.ca.gov

. (3/23)

\* Associate Lobbyist, Consumer Attorneys of CA. Entry level advocate:  
research/monitor legislation, write position letters, conduct legal research.  
Law degree or law school experience required/Capitol experience preferred.  
Salary to \$55,000 DOE plus benefits. Resumes: Nancy Peverini, [Nancyp@caoc.org](mailto:Nancyp@caoc.org),  
fax 916 442 7734. (3/20)

\* Forward Observer - Consulting firm seeks high-performing individuals with  
strong research, writing, analytic, and quantitative skills to conduct  
business/economic strategy and political analyses for clients in fast-paced  
setting. Competitive salary/benefits. Cover letter, resume, writing sample to  
[careers@fwdobserver.com](mailto:careers@fwdobserver.com)  
(3/31)

\* Chief Executive Officer -Santa Barbara County Employees' Retirement.

Assets of \$1.3 billion. Candidates may apply by

March 20, 2009

. Salary depends on qualifications. Contact Eric Middleton at 562 901 0769,  
[emiddleton@alliancerc.com](mailto:emiddleton@alliancerc.com)

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Additional information at [www.allianceresourceconsulting.com](http://www.allianceresourceconsulting.com) .

EEO/ADA. (3/20)

\* Fight Crime: Invest in Kids, State Policy Director (Sacramento). Educate legislators about public investments that steer kids away from crime. 5 years minimum legislative staff/advocacy experience required. All party affiliations welcome. Competitive salary/benefits. Announcement:

<http://www.fightcrime.org/jobs.php?id=125>

(3/20)

\* Sony PlayStation®: Manager, Product Public Relations

## San Diego, California

Be a part of the most exciting and innovative computer entertainment company in North America. Sony Computer Entertainment America (SCEA) markets the PlayStation® family of products and develops, publishes, markets, and distributes software for the PS one™ console, the PlayStation®2 and PlayStation®3 computer entertainment systems and the PlayStation Portable (PSP™)

We are seeking a Manager, Product Public Relations located in San Diego, CA

. This position oversees the public relations for a variety of first-party PlayStation® family entertainment software titles. You must be a creative and strategic thinker with proven abilities to lead teams and create/execute strong public relations campaigns.

Responsibilities: Direct, manage, and support the PR Manager, Team and Department in all areas of Public Relations to include: Deve  
lop and implement PR plans and campaigns for a variety of first-party PlayStation family entertainment software titles.

Manage PR Specialists, as well as coordinate and manage PR agencies.

Manage PR specialists on day to day activities and offer career growth and guidance.

Develop relationships with key members of consumer and business media, including various vendors, other SCEA departments, and both internal and external developers.

Create strategic and proactive programs to gain media mind share and understanding of the product platforms and associated first party titles.

Oversee creation (and create) PR materials including fact sheets, pitch letters, Q&A's, FAQ's, developer bios, testimonial sheets, press releases, and wrap reports.

Drive online (multi-player) program for titles by creating innovative and

forwarding thinking programs for online functionality.

Manage projects with minimal supervision and direction and be able to supervisor when appropriate.

Initiate brainstorming sessions to generate new ideas and initiatives for software campaigns.

Prepare and train spokespeople (developers, internal producers, etc.) for media presentations and interviews.

Develop PowerPoint presentations and speech points.

Develop compelling, targeted messaging for titles; prepare materials and manage press in an effort to implement messaging.

Oversee coordination of media tours/events and attend as necessary.

Create strategic plans and press releases.

Interface effectively with other departments.

**Skills:**

Ability to interact with various members of the business and consumer media and work well as a team member.

Ability and desire to foster relationships with the media, internal team members, and various vendors.

Ability to work closely with different teams and departments within SCEA.

Experience working with and/or managing an external PR Agency.

Experience in media and public relations including writing, project management, strategic planning and execution, training spokespeople, coordination of tours/events, and people management. Strong written, verbal, analytical, presentation, and interpersonal skills are a must.

Candidate must have experience with successfully managing a budget.

Experienced in MS Word, Excel, Adobe Photoshop, email clients, and the Internet. Candidate must also be able to learn new technical programs.

Solid/proven track record of developing and executing consumer PR plans and strategies.

The successful applicant must also demonstrate analytical and strategic thought in plans and programs.

Strong writing/editing skills for developing creative press materials as well as internal/external communications.

The desired candidate must possess at least 3 years experience in

consumer PR. Gaming knowledge or gaming as a hobby is preferred. Candidates should have knowledge and experience in either high technology and/or consumer markets. The ability to learn and develop with an established and growing market is a must.

Required Experience / Education: 3+ years experience in a related field 4-year degree or equivalent

Preferred Experience / Education:

6+ years experience in a related field

4-year degree or equivalent

Apply at: [www.us.playstation.com/jobs](http://www.us.playstation.com/jobs)

Requisition Number: SF11794

\* PR JOBS Los Angeles & Irvine, Calif.

Taco Bell | Irvine, Calif.

PR & Sponsorships Coordinator

Written by Alexander Kim

Monday, 23 March 2009 22:23 - Last Updated Tuesday, 24 March 2009 19:38

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Responsibilities include 1) working with in-house and agency partners to coordinate sponsorship activations and ensuring first-class execution and 2) handling incoming brand PR media calls and then effectively and efficiently managing the response process.

Candidates must have 2-4 years of PR agency experience with specific expertise in effectively dealing with the media, as well as strong news writing and event management skills including coordinating, managing, and executing top-notch events. Interested candidates must contact Jim Delulio at [jdelulio@prtalent.com](mailto:jdelulio@prtalent.com)

\* MWW Group | Los Angeles

EVP/SVP Consumer

This top-notch national firm [ [www.mwwpr.com](http://www.mwwpr.com) ] is seeking a seasoned PR agency veteran with strong regional contacts to develop and lead consumer branding business in LA and the west.

Candidates must have a proven track record in new business development and leading strategic consumer branding campaigns, as well as outstanding client relations and staff management experience.

Interested candidates must contact Jim Delulio at [jdelulio@prtalent.com](mailto:jdelulio@prtalent.com)



Written by Alexander Kim

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Folks, Below is a nice opportunity for an experienced and effective grassroots organizer position on behalf of our California Community Colleges. We are specifically interested in candidates from the Central Valley (not Sacramento ; but including the Central Coast ).

This is a good way for somebody to get to know higher education, specifically our 110 community colleges, that could easily translate into a permanent position at one of our colleges or elsewhere. If you know of anybody, please encourage them to apply. Also feel free to send them my way with your recommendation and I will pass them along to Scott at the League (this will obviously help their chances). Thanks! Tod

March 16, 2009

Dear Tod,

The League is currently seeking three regional representatives to implement our expanded budget advo

The Legislative Analyst's Office has submitted to the Legislature the 2009-10 budget apportionment shortfall of n

We have posted the positions on employment websites and distributed the job announcements to all of c

# Available Jobs in California Public Offices and Other Job Openings - MabuhayRadio

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Therefore, if you know of anyone who might be interested in one of the regional representative positions

We hope to fill these positions by clearly targeting representatives on the Regional Representative Region

Scott Lay

President and Chief Executive Officer

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Community College League of California  
2017 O Street, Sacramento, California  
916.444.8641 . [www.ccleague.org](http://www.ccleague.org)

Operations Manager  
The Children's Partnership

The Children's Partnership seeks a well-organized, self-starter to help with operations and

Excellent Benefits. [operations.search@childrenspartnership.org](mailto:operations.search@childrenspartnership.org) writing sample to 310.260.1921

Salary: High 30's to Low 40's (D.O.E.) with Excellent Benefits

Location	City	Santa Monica
State		California
Zip Code		90401-1321

Contact Information	Contact Name	The Children's Partnership
Fax	310-260-1921	
Email	<a href="mailto:operations.search@childrenspartnership.org">operations.search@childrenspartnership.org</a>	
Job Website Posting URL	<a href="http://www.childrenspartnership.org">http://www.childrenspartnership.org</a>	

Policy Analyst  
CCALAC

Community Clinic Association of Los Angeles County (CCALAC) is a membership

CCALAC seeks a policy analyst who will play a key role in helping CCALAC and its

This position requires excellent analytical, communication and writing skills, with Ba

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Competitive salary and benefits

Contact: Policy Analyst Search - C. Hundley

1055 Wilshire Blvd., #1400

Los Angeles

CA

90017

Fax 213-201-6519, chundley@ccalac.org

Location	City	Los Angeles
State		California
Zip Code		90017

Contact Information	Contact Name	Christopher Hundley
Address 1	1055 Wilshire Bl. #1400	
Address 2	Los Angeles	CA
Fax	213-201-6519	
Email	chundley@ccalac.org	
Job Website Posting URL		
Executive Director		

SUMMARY

This Executive Director position oversees the Executive Director's operations and...

DUTIES AND RESPONSIBILITIES:

Administration

- Responsible for overseeing payroll, licenses, permits and government compliance
- Developing and carrying out strategic and operational plans
- Managing and monitoring the finances and budget for
- Directing and supervising all staff including employee development and training
- Developing an effective business plan for

Fundraising

- Managing and participating in project fundraising for
- Plan, implement, and evaluate event-specific fund raising activities within assigned
- Responsible for developing relationships with prospective donors
- Builds and expands strong relationships at various levels within corporations and

Programming

- Oversee coordination of exhibits, cultural and community events, and trainings
- Ensure that programs are implemented efficiently and effectively
- Responsible for establishing and maintaining a positive relationship with the community

Sales and Marketing

- Providing a high degree of visibility to all these local, regional, state, national, and international
- Developing and implementing marketing and outreach plan for

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- Developing and strengthening partnerships with relevant groups to further the vision
- Serve as primary sales and will oversee all sales and marketing of a

#### Food and Catering Services

- Overseeing that the NCC achieves maximum revenue and profit potential
- Overseeing the development and execution of action plans to increase catering and
- Overseeing that sanitation and safety standards are maintained above levels that

#### Property Management, Grounds Keeping and Facilities

- Overseeing all aspects of the conference center, visitor center, memorial garden,
- Oversee the operations and management of the property and ensuring that the pr

#### Event Management

- Oversee event coordination activities for all special events.
- Responsible for overseeing events and monitoring events in accordance with stan
- Overseeing and ensuring follow up with client during and after event to ensure clie

#### SKILLS AND ABILITIES

- Experience in multi-tasking of projects and project management
- Proficient Knowledge of MS Office - Word, Excel, Access, PowerPoint
- Working knowledge of food and hospitality sales systems
- Working knowledge of liquor control procedures and basic food handling and sani
- Ability to work well with people, in a team environment, and to communicate effec
- Ability to function in a fast paced environment, under short time constraints, and w
- Bilingual Spanish preferred but not required

#### EDUCATION and/or EXPERIENCE

- BA or BS with emphasis in hospitality, food & beverage, business administration, c
- Five to seven years experience in conference services or related position with thre
- Previous experience in educational programming required

Please forward resume to:

Email: [fwmrecruiter@hotmail.com](mailto:fwmrecruiter@hotmail.com)

Fax 661-822-1058

\* Los Angeles City College Foundation – Associate Director

Founded in 1929 Los Angeles City College celebrates a dynamic community of learners representing global diversity. Our college serves a diverse community of over 16,000 students who come from nearby high schools and far-off continents. Whether from near or far, high-school students and senior citizens, newly arrived immigrants, and individuals with advanced degrees, transfer-bound learners, and those seeking job skills programs all find their place on our campus.

The Los Angeles City College Foundation is seeking an Associate Director to work closely with the Executive Director of this dynamic organization which houses the Alumni Association and administers scholarship funds as well as serving as the college's development office.

The successful candidate will assist the Executive Director in the planning and coordination of the day-to-day activities of the Foundation, including:

- Identifying and soliciting funds from private individuals, corporations and foundations.
- Plan and implement an innovative approach to finding and recruiting LACC alumni from existing sources of raw data dating back to 1929 for the reinvigoration of the alumni association

- Coordinate fundraising events.
- Assure compliance with all federal, state and local laws, relevant to events and the associated general appeal.
- Assist in the planning and coordinating of assigned activities and events aimed at donor prospects including alumni, retired staff and special target groups.
- Work with the Executive Director and the contracted grant writer to prepare written proposals and grant reports.
- Assist in the development and implementation of strategies for volunteer leadership and enhanced community involvement in fund raising activities.
- Assist administrators, Foundation Board of Directors and other key individuals in planning and managing specific activities.
- Recruit, organize and direct the efforts of volunteers in fund-raising activities.
- Manage and Oversee Marketing and Public Relations.
- Assist in the design and contents of fund development informational literature.

Qualifications:• 5 years experience in an academic fundraising setting• Alumni Association experience

- Proven track record in grant acquisition and implementation
- Events production experience
- Experience managing a comprehensive development program
- Strong oral and written communication skills
- Proven ability to establish and meet goals
- Effective management and interpersonal skills
- Professional approach to work
- Experience in Raiser's Edge a plus
- College degree required

Competitive salary and benefits commensurate with experience

Email resume (as a PDF or Word document) and salary requirements to [info@laccfoundation.org](mailto:info@laccfoundation.org)

;

no phone calls please.

\* POSITION DESCRIPTION:

## Office of Mayor Antonio R. Villaraigosa

### Director for Performance Management

As a member of Mayor Antonio Villaraigosa's staff, the Director for Performance Management joins with his or her colleagues to provide advice, counsel and focus on achieving results the mayor has set forth in fulfilling his role as Chief Executive Officer of the City of Los Angeles.

The Director for Performance Management will lead and guide the Performance Management Unit (PMU), a staff of policy analysts, to review and assess progress made on mayoral initiatives designed to accomplish broader outcomes in specific focus areas of the Villaraigosa Plan.

Additionally, she or he will work with the Mayor's senior staff to strategically plan future initiatives, including milestones and metrics, prior to initiation of a plan. The Director reports to the Mayor's Executive Team via the Chief of Staff.

The Director's primary responsibility is to manage and improve policy development and implementation throughout the Mayor's Office. This includes researching best practices and options on policy priorities by conducting independent research to present innovative and cost-effective solutions to entrenched operational problems, problem solving where there are undue and unnecessary delays to progress, as well as identifying potential problems and resolutions.

The Director will meet on a regular basis with the Mayor to report on performance of the Mayor's office and city departments. These sessions



include an overall assessment of the progress on priority initiatives, significant milestones or accomplishments, emerging issues that may require future attention or may cause delays or hindrances to achieving the initiative's goal, and robust recommendations for moving forward.

The Director will work with staff to develop and refine the performance and management accountability tracking and reporting process. She or he will guide staff to develop metrics, operational and financial, to be used to evaluate achievement and performance through the use of baselines, milestones, and trajectories to measure progress. Together, they will develop and refine the performance and management accountability tracking and reporting process used by the Mayor's office to foster the delivery of results by departments more quickly.

The Director will guide staff to reach out to departments and teams throughout the City to assist personnel in implementing performance measures. This consultation process educates policy teams and departments as well as ensures the Mayor's budgetary and policy goals are reflected in each department's operations, within the context of the established strategic plan. Utilizing the Mayor's website, the Director will share progress on the strategic plan, developing clear and understandable information.

The ideal candidate will have demonstrated executive leadership and consulting skills. Personal characteristics required include: consensus builder, problem solver, ability to move between theory and practice, entrepreneurial, articulate, demonstrated leadership, energetic and an adroit manager. The work itself requires great resiliency, creativity, resourcefulness and tenacity. The director works inside the city structure and on occasion, externally throughout the community. An important characteristic is a well-developed capacity for public speaking on complex issues along with the ability to motivate others and garner both support and resources to accomplish the work.

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The role of PMU director requires an understanding of the function and structure of local government in general, and of the City of Los Angeles, in particular. The importance of public service as a noble calling is a deeply held value of Mayor Villaraigosa and must be shared by all who work for his administration.

Alexander Kim  
Deputy Director - Los Angeles Regional Office  
Office of Governor Arnold Schwarzenegger  
300 South Spring Street, Suite 16701  
Los Angeles, CA 90013  
Tel. 213-897-0322 Fax. 213-897-0319

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