**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

| **INSTRUCTIONS:** A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| DFW DIVISION/BRANCH/REGION/OFFICEExecutive Office | POSITION NUMBER (Agency-Unit-Class-Serial) |
| UNIT NAME AND LOCATIONLegislative Office – Sacramento | CLASS TITLEStaff Services Manager (non-supervisory) |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)565-006-XXXX-001  |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the direction of the Office of Legislative Affairs Deputy Director (DD), the Staff Services Manager is responsible for independently reviewing all introduced and amended legislation to determine impact to the California Department of Fish and Wildlife (CDFW). Engage with diverse staff on complex issues, and diplomatically lead parties to resolution on legislative policy and position recommendations for department executives. Serve as lead for the development of department legislative proposals. Annually update and present bill analysis training classes for department staff. Oversee legislative bill analysis assignment and bill tracking system. |

| **PERCENTAGE OF TIME PERFORMING DUTIES** | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.) |
| --- | --- |
| 45% 20% 15% 10% 5% 5% | **ESSENTIAL FUNCTIONS**:Review and analyze proposed legislation and advise department leadership on its potential impact. Coordinate the development of the department’s bill analyses. Lead staff teams to develop legislative and program history, examine statute to assess how the bill will affect current law, and evaluate fiscal impacts. Guide decision making on policy and position recommendations, consistent with department mission and administration policy. Perform independent research to validate program recommendations. Develop and vet technical amendment language as needed, to support analysis recommendations. Serve as lead staff on assigned department sponsored bills, providing all support for the bill’s author including testifying in support of bills, as necessary. Serve as lead for the development of department legislative proposals. Independently convene meetings with various levels of department staff ensuring that proposals justify and support the recommendation. Independently meet with members of the State Legislature, to find suitable authors for administration-sponsored legislation. Liaise with legislation authors on bill progression. Manage administration-sponsored legislation including preparing support materials, provide responses to legislative inquiries, and negotiate approved amendments. Collaborate with Office of Legislative Affairs DD to elevate high profile or priority issues for Executive Staff and the Natural Resources Agency.Prepare and provide verbal or written responses to inquiries from various high-level sources, including the Office of the Governor, Department of Finance, Natural Resources Agency, and members of the Legislature on issues connected to department program areas. Gauge sensitivity of requests and determine appropriate level for response. Keep executive staff apprised of contacts to ensure awareness of trends or developing issues. Review for political content all reports or communication with the Legislature relating to assigned issues. Prepare position letters or other legislative correspondence for the DD or Director signature.Oversee legislative bill analysis assignment and bill tracking system. Review all introduced and amended bills for department impacts and task to appropriate programs for lead and supplemental analysis daily during legislative session. Cultivate expertise in Capitol Track and other databases to maximize effectiveness to meet Natural Resources Agency and Governor’s Office deadlines. Coordinate with Executive Administrative Unit on tracking, analysis submission, internal approval system, and deadlines. Prepare and deliver annual training classes for department staff on the legislative and bill analysis process. Serve as a legislative process subject matter expert and participate in special projects for the Office of Legislative Affairs, as requested.**NON-ESSENTIAL FUNCTIONS:**Perform administrative tasks including tracking of time worked. Attend career development and training programs and/or seminars, as appropriate, to contribute to the achievement of department goals.**Special Personal Characteristics:** Ability to independently prioritize, respond quickly to changed priorities, remain calm under pressure and multi-task. Advanced knowledge of the California State Legislature. Demonstrated leadership skills and ability to work with diverse array of interests both inside and outside the department**Interpersonal Skills**: Open-mindedness, flexibility, and tact. Ability to absorb information and issues, quickly summarize, and identify solutions to needs and concerns with objectivity. **Working Conditions**: Use the computer or laptop several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attend meetings and training, as a participant or presenter, work with staff statewide to complete work assignments.  |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**Clark Blanchard  | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **EMPLOYEE’S STATEMENT**: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.****I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**  |
| **PRINT EMPLOYEE’S NAME** | **EMPLOYEE’S SIGNATURE** | **DATE** |