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| **Classification:** | Chief of Legislative and Government Affairs (CEA-A) |
| **Position Number:** | 339-100-7500-900 |
| **Division:**  | Executive Office |
| **Employee Name:**  |  |
| **CBID:** |  |
| **Position Description/Duties:** Under the direction of the State Auditor or his designee, the Chief of Legislative and Government Affairs (Chief) is responsible for overseeing the office’s program for all matters involving the state Legislature, the Joint Legislative Audit Committee (JLAC), and acts as the office’s liaison to the Governor’s Office and senior leadership of state executive branch agencies. The Chief manages the legislative and governmental affairs program engaging in a variety of confidential and sensitive legislative and policy work, and represents the State Auditor in interactions with the Legislature concerning legislative policy and budget processes affecting the office.  |
| **Job Functions - Essential (E) / Marginal (M) Functions:** |
| 30% E | **Plans and directs the Legislative and Governmental Affairs program.** * Oversees the tracking and analysis of legislation that may impact the State Auditor.
* Develops, implements, and maintains protocols for working with JLAC.
* Coordinates with legislative staff and schedules State Auditor staff required for hearings.
* Drafts, reviews, and analyzes audit proposals and prepares related audit analyses and budget estimates for submission to JLAC.
* Coordinates legislative briefings and hearings once audits are made public.
* Responsible for compilation, development, and publishing of the annual report of Recommendations for Legislative Consideration.
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| 20% E | **Develops, implements, and maintains policies and protocols relating to interactions with federal, state, and local government entities.*** Represents the State Auditor in interactions concerning legislative policy and budget processes affecting the office.
* Advises and instructs State Auditor staff on methods to effectively present audit results to the legislative members and their staff.
* Develops and provides formal and informal training to staff on legislative affairs including how to deliver effective briefings and hearing testimony.
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| 20% E | **Advises the State Auditor and staff on all legislative issues.** * Collaborates with the State Auditor and executive management on legislative perspectives, strategies, and processes to establish and maintain good relationships.
* Assists the State Auditor in preparing to provide testimony before the Legislature.
* Collaborates with legal staff to develop and recommend strategies on legislation.
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| 15% E | **Serves as the primary contact to the Legislature and JLAC**. * Establishes and fosters key working relationships with legislative staff, consultants in leadership, fiscal and policy committees, Governor’s Office, and staff of governmental entities at the federal, state, and local levels.
* Monitors the activities of the Legislature and develops and maintains a knowledge base of key policy issues and legislative affairs that may affect the State Auditor.
* Represents the State Auditor in meetings and briefings with the Legislature and with governmental entities at the federal, state, and local levels.
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| 15% E | **Manages the operations of the legislative and governmental affairs program.** * Supervises professional staff legislative consultants. Assigns and reviews staffs’ work, provides on-the-job training and professional development, assesses their performance and provides feedback. Serves as a career mentor for new staff.
* Assists in the development and implementation of the State Auditor’s strategic plan by facilitating the achievement of key strategic planning initiatives.
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| **Supervision Received:** | Reports directly to and receives the majority of assignments from the State Auditor or his designee.  |
| **Supervision Exercised:** | Directly supervises professional staff legislative consultants and provides functional guidance to the Executive Office. |
| **Position Requirements:**  |  |
| **Working Conditions:** | * Work is performed in an office environment within a high-rise building.
* Work requires sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.
* Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
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**SIGNATURES**

I have discussed the duties of the position with the employee.

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Supervisor’s signature Supervisor’s printed name Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

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Incumbent’s signature Incumbent’s printed name Date

\*If a reasonable accommodation is necessary, please contact Human Resources to begin the interactive process.