

Technical Policy Advisor  
Legislative Affairs Branch/CEA A  
Employment Development Department

Under the administrative direction of the Deputy Director, Legislative Affairs Branch, the Technical Policy Advisor is responsible for implementing a wide array of improvements, with a focus on drafting new policies or rewriting existing policies, identifying and drafting changes to state law, and supporting the promulgation of regulations as appropriate to ensure success of the EDD modernization process.

- 35% Handles sensitive and confidential materials/matters and establishes cooperative and effective working relationships with representatives of all levels of government, the Legislative and Executive Branches, and the public, as well as private industry, non-profit organizations, and other public interest groups.
- 30% Coordinates development and administration of policies, laws, and regulations related to EDD's mission and vision in a variety of areas including, but not limited to, the EDD modernization process. Ensures policy initiatives are consistent with the EDD's overarching goals and objectives. Ensures policy decisions are effectively communicated to the stakeholders. Oversees and coordinates implementation strategies and recommends corrective policy action to the Deputy Director, Legislative Affairs Branch and other deputies, when outcomes are inconsistent with expectations.
- 25% Anticipates, identifies, and analyzes issues relevant to various policy issues impacting the department including, but not limited to, modernizing electronic communications with claimants and employers, preventing fraud across benefit programs, monitoring and improving benefit program performance, collecting and analyzing relevant data to data collection, preparing reports, creating presentations, developing change packages, and issuing briefs including background information and key findings to EDD and Agency leadership. Provides recommendations to the Director and Chief Deputy Director and then develops and leads departmental policy agenda implementation efforts including future policy and legislative changes to improve the health and economic well-being of Californians.
- 10% Participates in the development of the department's strategic plan and its business plan initiatives; develops strategies to implement the goals and objectives of the department's strategic plan related to policy analysis, evaluation, and implementation in consultation with Branch leadership.