

Duty Statement

Classification: Staff Services Manager I (Specialist)	
Working Title: Legislative Coordinator	
Program: Director's Office	
Division: Legislative and Governmental Affairs	Branch:
Section: Legislative Advocacy & Consulting (LAC)	Unit:
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814 <input type="text"/>	
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: S01 <input type="text"/> Position Number: 803-040-4800-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 2 days per week <input type="text"/>
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: The SSM I Specialist (legislative coordinator) may be assigned any combination of program areas in Health Care Benefits and Eligibility, Health Care Delivery Systems, Health Care Financing and Mental Health and Substance Use Disorder Services; and Policy & Program Support areas such as Information Technology, Legal Services, Audits & Investigations, Provider Enrollment, Third Party Liability & Recovery, Management Information Systems and Office of HIPAA Compliance. Assignments are based on the expertise of the incumbent and the critical nature of legislative issues in the areas of legislative priority for DHCS during a legislative session.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties:	
% of Time	Essential Functions
30%	Represent DHCS at legislative committee hearings by testifying on and defending highly sensitive and potentially volatile positions on bills. Respond to questions and proposed amendments. Coordinate development of DHCS testimony at legislative interim "fact-finding" hearings and advises Directorate on appropriate DHCS posture and communication from the political perspective.
20%	Coordinate the development of the DHCS' annual legislative program, including advising the Director and program management on the political feasibility, risks, and strategy related to individual proposals. Meet with and persuade members of the Legislature to author DHCS legislative proposals approved for introduction. Responsible for coordinating the proposal through the legislative process. Lobby DHCS sponsored bills, appear at all legislative committee hearings with the author to respond to questions, and prepare author's statements. Responsible for all activities necessary to secure passage of DHCS sponsored legislation.
15%	Review all bill analyses and Enrolled Bill Reports prepared by program staff for accuracy, thoroughness and consistency with DHCS and administration policy. Provide instructions for revision to program management for implementation by program staff. Perform additional research and rewrites analyses as needed. Monitor and coordinate the analysis of state legislation having an impact on specific DHCS programs and ensures the timely submission of same to the Director and the Health and Human Services Agency. Train Department staff on bill analysis preparation and legislative and budget process.
10%	Lobby members of the Legislature, legislative staff and constituent groups on legislation.
10%	Advise DHCS executive staff of political implications of adopting positions recommended by program staff and makes alternative recommendations as appropriate. Prepare written and oral status reports for management on legislation of interest to DHCS. Advise DHCS management regarding legislative perspectives / processes / protocols / strategies / tactics / communication.
5%	Represent DHCS at meetings with individual legislators, legislative staff and representatives of various advocacy groups. Negotiate amendments to bills and/or resolutions to issues.
5%	Act as liaison between DHCS and the Health and Human Services Agency, the Governor's Office, the Legislative Analyst's office, the Department of Finance, members of the Legislature and committee staff, and with various organizations/advocacy groups.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Supervision of support staff in the absence of Deputy Director and Assistant Deputy Director.

Supervision Received: Under General Direction by the (enter supervisor classification):
LAC Staff Services Manager II.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:
 Communicate effectively both verbally and in writing to direct and monitor the work of others and in dealing with the public, produce timely and quality work products, and prepare clear, concise, and logical correspondence, which may include applying new and creative ways of presenting information or results. Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders. Highly self-motivated, independent, and customer service focused. Effective communication, business acumen, decision-making, and problem-solving skills. Experience managing projects. Ability to recommend workable solutions in a tactful, constructive manner and ensure efficient use of staff time and resources to meet complex objectives and changing priorities. Maintain consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending Occasional Over Night
 Requires Lifting of Heavy Objects up to: _____

Acknowledgements:
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____ by _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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