

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Manager 1 (Specialist)

POSITION NUMBER:

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Executive Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Office of Legislation

SUPERVISOR'S NAME:

Debbie Diaz Williams

SUPERVISOR'S CLASS:

Staff Services Manager II

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Office of Legislation serves as the focal point for all legislative activities and provides support to the Director, the executive staff, and other divisions within the Department. The Office of Legislation is responsible for state and federal legislative matters, for obtaining successful passage of Administration and departmental policies which require legislative authority, as well as for communicating to the Legislature formal positions of support or opposition on bills which have a potential impact (positive or negative) to the Department's program areas. The Office of Legislation leads the Department's response for constituent issues to the 120 members of the Legislature. The Office of Legislation also works with major policy legislative workgroups and plays a key role in Budget Trailer Bill development and negotiations. The Department has an annual budget of nearly \$20 billion and over 4,000 employees serving over 5 million individuals and families.

CONCEPT OF POSITION:

Has responsibility for the state legislative bill analysis process and related advocacy; has functional leadership responsibility over program staff for the completion of bill analysis and the development of complex policy recommendations; may represent the Department at legislative committee hearings and with legislative staff, and coordinates the development of the Department's legislative agenda and program. Must quickly learn program details to ensure accurate and timely communication, both within the Administration and with the Legislature. Must exhibit an exceptional understanding of legislative protocol and the political sensitivity of various policy issues to ensure appropriate representation of the Department to all key stakeholders in the legislative process.

A. RESPONSIBILITIES OF POSITION:

30% Identify bills potentially affecting Department programs and operations. Independently analyze, monitor and prepare departmental bill analyses, including developing and justifying with sound logic and objectivity a recommended position for the Directorate, Health and Human Services (CHHS) Agency, and Governor's Office. Formulate alternative policy recommendations to management when necessary to resolve complex legislative policy issues and in a manner that is consistent with Department and Administration policy. Assign bills to appropriate program, fiscal managers, and legal staff for input into the analysis, providing instructions regarding policy development to program management for implementation by program staff, and leading cross-department efforts as needed. Establish appropriate deadlines for analyses and continually monitor progress to ensure deadlines are met. Though state legislation is a primary focus, the incumbent may help analyze federal legislation as needed.

30% Represent the Department at a variety of meetings related to legislation, such as discussions with the CHHS Agency, special interest groups, or legislators or their staff, in order to represent the Administration's position on various legislative and policy matters and to lobby and negotiate bills on behalf of the Department. Represent the Department at legislative committee hearings by testifying on and defending highly sensitive and potentially volatile positions on bills. Discuss matters and respond to questions in a credible manner and negotiate amendments when appropriate to fit the Administration's and Department's philosophy and mitigate negative impact to the Department. In addition, participate in task forces, workgroups, stakeholder meetings, and other policy development meetings which may lead to the introduction of legislation, to ensure the Department's legislative priorities are met.

15% Act as liaison between the Department and the CHHS Agency, the Governor's Office, the Legislative Analyst's Office, the Department of Finance and other state departments, members of the Legislature and committee staff, and with various organizations/advocacy groups on legislation directly affecting the Department's programs and affecting the clients served by the Department or of interest to the Directorate.

10% Develop and/or coordinate the development of departmental legislative proposals for consideration by the Directorate, CHHS Agency, Department of Finance, and Governor's Office. Directly responsible for all activities necessary to secure passage of Department-sponsored legislation, including lobbying Department-sponsored bills, appearing at all legislative committee hearings with the member of the Legislature who is carrying the Department-sponsored bill, and preparing the member's committee and floor statements.

10% Respond to and research various issues related to legislators, enacted or proposed legislation, including on sensitive, highly visible and controversial issues, and prepare summary documents and compile briefing materials for meetings. Provide expertise as resource for departmental staff concerning the legislative process and rules.

5% Respond to telephone inquiries from legislative staff regarding various Department programs. Train Department staff on bill analysis preparation and legislative process. Assist in the preparation and dissemination of Reports to the Legislature, and reports on the status of legislation for departmental staff and other interested parties.

B. SUPERVISION RECEIVED:

The incumbent works under the general supervision of the Staff Services Manager II responsible for state and federal legislation, and is indirectly supervised by the Career Executive Assignment (CEA) Level A, Deputy Director for Legislation.

C. ADMINISTRATIVE RESPONSIBILITY:

Minimal.

D. PERSONAL CONTACTS:

The incumbent has frequent contact with all levels of the Department, including the Directorate, deputy directors, and management staff throughout the Department; staff with the Governor's Office, CHHS, Department of Finance and other departments; members of the Legislature and their staff; the Legislative Analyst's Office; advocacy groups; provider associations; lobbyists; and the diverse mix of stakeholders who have interest in the Department's programs.

The incumbent does not supervise staff, but functions in a leadership role with management and staff involved in the development of the legislative agenda and in the preparation of bill analyses. This necessitates extensive communication, persuasive, and negotiating skills in order to effectively defend Administration and departmental interests and positions on legislation and policy decisions and initiatives.

E. ACTIONS AND CONSEQUENCES:

The consequence of error associated with this position is significant. Failure to adequately and timely analyze bills and appropriately alert the Director and Executive Staff of any information that could put the Administration's and Department's programs or legislative agenda at risk may lead to the passage of legislation that is inconsistent with the Governor's policy and/or fiscal agenda. The serious consequences which could result include loss of federal funding, inappropriate commitment of state funding, inappropriate changes to human services programs, harm to the thousands of vulnerable children, elderly and disabled people served by the Department, and adverse publicity to the Department or the State. The AGPA Legislative Consultant must work effectively and independently as well as in collaboration with various levels of the organizational hierarchy, and is expected to gain and maintain the confidence and cooperation of those engaged during the course of work.

F. OTHER INFORMATION:

This position requires the incumbent to possess a high degree of initiative, independence, judgment, and originality in performing duties; work under short time lines; communicate effectively and professionally, both orally and in writing when interacting with the public and/or other employees; independently complete assignments in a timely and efficient manner, effectively handling multiple tasks and tight deadlines calmly and efficiently; conduct oneself with the highest degree of professionalism, including dressing in business attire, and adherence to departmental policies and procedures regarding attendance, leave, conduct, and professionalism.

Because of the timing of the legislative session and its many statutory deadlines, and the imperative to meet such deadlines, there are times throughout the year when it may be necessary to work long, irregular hours and weekends during peak workload periods.