POSITION DUTY STATEMENT

NAME	**MCR** 1
CLASSIFICATION Staff Services Analyst	**POSITION NUMBER** 538-402-5157-XXX
WORKING TITLE Legislative Coordinator	**DIVISION/UNIT** Office of Legislative and Regulatory Affairs
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST CATEGORY** 3,4,5,6,7

GENERAL STATEMENT: Under supervision of the Staff Services Manager I (Legislative Manager) of the Office of Legislative & Regulatory Affairs (OLRA), the incumbent will be responsible for a variety of legislative and policy analytical work and administrative duties of OLRA. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

30% Develop and maintain a working knowledge of the State's legislative processes. Analyze legislation, identify potential program and policy impacts, and draft bill analyses for the Department and/or Division staff in collaboration with relevant program administrators. Research Department policy areas and provide recommendations for future legislation. Research and develop various reports, memos, and issue papers on topics relevant to the Department. Review outgoing correspondence, bill analyses and legislative proposals prepared by OLRA and departmental staff for consistency with Department standards, format, grammar, and accuracy.

25% Coordinate the California Environmental Quality Act (CEQA) projects received by the Department. Implement Department CEQA screening criteria with the Governor's Office of Planning and Research. Review and analyze all CEQA projects received by the Department. Study CEQAnet and Department maps to determine appropriate thresholds to assign projects to relevant divisions for comment. Coordinate with division staff and management to deliver comments to lead agencies and ensure Department-administered programs and policies are considered during project approval processes.

20% Track the status and location of legislation and legislative bill analyses and enrolled bill reports. Coordinate bill tracking software. Create and maintain legislative bill files. Compile and deliver bill analyses and other documents to the California Natural Resources Agency (CNRA).

15% Serve as a point of contact for and respond to inquiries received from legislative offices, constituents, other State agencies, local governments, stakeholders, and the public. Track and report inquiries, responses, and meetings. Provide assistance to the Governor's Office, CNRA, legislators and legislative staff, and the public about the Department's programs and policies.

5% Conduct analyses to determine administrative inefficiencies and formulate procedures, policies, and alternatives; make recommendations to management on administrative problems; and maintain and update OLRA procedures.

- **MARGINAL FUNCTIONS**

5% Administrative
Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**
The Staff Services Analyst reports directly to and receives the majority of assignments from the Legislative Manager, however, direction and assignments may also come from the Manager of Legislative and Regulatory Affairs and Assistant Director of OLRA.

C. **SUPERVISION EXERCISED**
None.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**
None.

E. **PERSONAL CONTACTS**
The incumbent will engage regularly with all levels of personnel within the Department. On confidential and/or highly sensitive issues, the incumbent will maintain direct contact with the Director's Office, Legal Office, and all program areas of the Department. The incumbent will also occasionally interact with representatives from other State agencies (including control agencies), the Governor's Office, the State Legislature, media, stakeholders, and the public.

F. **ACTIONS AND CONSEQUENCES**
The actions of the incumbent have a direct bearing on the success of the Department's policy role and the public image and integrity of the Department. If these functions are not adequately performed consequences may include, but are not limited to:
- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.
- Negative impacts on the Department's relationship with the Legislature and local governments.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Work in a high-rise building.
- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time.
- Use multi-line telephone console or a cordless telephone.
- Move/walk about the office and stand or sit during in person meetings.
- Bend (neck and waist), squat, kneel, and twist (neck and waist); reach extends above, at, and below the shoulder level.
- Perform repetitive hand motions such as simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Lift, carry, and transport up to 20 pounds.
- Participate in meetings inside or outside the Department.
- Occasional in- state travel via private or public transportation (i.e., driving an automobile, flying in an airplane, etc.)

H. OTHER INFORMATION

Knowledge of: Principles, practices, and trends of public and business administration, management; supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Able to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative solutions; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of staff from different divisions during the course of work.

Special Personal Characteristics: Willing to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibilities. Able to work cooperatively with others in a team environment, communicate effectively across divisions in the Department, and exercise good judgment.

This position is designated in the Department of Conservation Conflict of Interest Code.

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	**Employee Printed Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	**Supervisor Printed Name**	**Date**