

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☒ Proposed

| | | |
|--|---|--------------------|
| RPA NUMBER 22797 | DGS OFFICE or CLIENT AGENCY CCFC - First 5 California | |
| UNIT NAME External and Governmental Affairs Office | REPORTING LOCATION Sacramento, CA 95833 | |
| SCHEDULE (DAYS / HOURS) Monday-Friday; 8:00am-5:00pm | POSITION NUMBER 319-001-4800-925 | CBID E48 |
| CLASS TITLE Staff Services Manager I (Specialist) | WORKING TITLE Legislative Coordinator | |
| PROPOSED INCUMBENT (IF KNOWN) | EFFECTIVE DATE | |

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

Convene, partner in, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California's children prenatal through 5 and their families. Promote, support, and optimize early childhood development.

POSITION CONCEPT

Under general direction from the Deputy Director in the External and Governmental Affairs Office (EGAO), the Staff Services Manager I (Specialist) will be responsible for one or a combination of assigned program and policy areas in Public Education, Childcare, Health Care Delivery Systems, Mental Health, and Substance Use Disorder Services, Employment and Labor, and Social Services. This position functions as a nonsupervisory staff specialist in support of the commission's programs and policies and will represent the commission with various legislative representatives.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)
Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|---|
| 30% | Represents the Commission at legislative committee hearings by testifying on and defending highly sensitive and potentially volatile positions on bills, responding to questions and proposed amendments, and advising Commission leadership on appropriate posture and communication from the political perspective utilizing recommendations from First 5 California's (F5CA) legislative advisory committee in order to support potential programs impacting children and families and to ensure a united message is provided across all partners, stakeholders, and other state agencies. |
| 20% | Coordinates the development of the Commission's annual policy agenda and legislative program by meeting and consulting with F5CA staff and F5CA legislative advisory committee utilizing the North Star, Audacious Goal, and Strategic Plan in order to guide EGAO's work and to ensure alignment with local and state partners. |
| 20% | Monitors and coordinates the analysis of state legislation impact on Commission programs by reviewing bill analyses and legislative correspondence prepared by the Legislative Analyst's Office and providing revision suggestions to program management for implementation by program staff utilizing extensive knowledge of early childhood education and health programs and systems in order to brief F5CA staff on bill statuses and to ensure accurate and timely submission of summaries to executive management and the Commission. |

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| PERCENTAGE | DESCRIPTION |
|------------|---|
| 15% | Meets with and lobbies members of Congress, the State Legislature, legislative staff, and constituent groups on legislation by negotiating amendments to bills and resolutions to legislative and policy issues, and persuading members of the legislature to author Commission legislative proposals utilizing the North Star, Audacious Goal, and the Strategic Plan in order to implement the F5CA Policy Agenda and to ensure passage of F5CA-related and Commission-sponsored legislation. |
| 10% | Acts as a liaison between the Commission, advocacy coalitions, and other various organizations by representing F5CA's programmatic and legislative agenda in order to maintain productive partnerships utilizing effective communication to ensure understanding and alignment across all stakeholders. |

MARGINAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|--|
| 5% | Performs other duties as required, in alignment with the Staff Services Manager I (Specialist) classification. |

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework 3 days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

| | | |
|---------------|--------------------|-------------|
| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

| | | |
|-----------------|----------------------|-------------|
| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
|-----------------|----------------------|-------------|