

DUTY STATEMENT

Employee Name:	Position Number: 580-600-4800-001
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent / Full-time
Working Title: Legislative Coordinator	Work Location: Sacramento
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Staff Services Manager (SSM) I (Specialist) (Spec) works under the general direction of the Staff Services Manager (SSM) II of the Center for Environmental Health's (CEH) Center Office. The incumbent is a highly skilled subject matter expert (SME) and technical consultant in the areas of policy analysis and intergovernmental relations. The SSM I (Spec) serves as lead legislative coordinator with responsibility for reviewing, analyzing, writing, and tracking legislative bill analyses assigned to CEH. Reviews and interprets legislative reports, making policy recommendations to management. Independently provides environmental health programmatic and technical support on a variety of sensitive and confidential major departmental organization discrepancies or concerns

with the Division of Food and Drug Safety, the Division of Radiation Safety and Environmental Management and the Environmental Health Support Section.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Serves as the lead coordinator, collaborating with various internal and external stakeholders, including other state agencies, on activities related to legislative assignments. Monitors and tracks center-wide complex relevant legislative activity and analyzes for legislation impact. Independently analyzes, monitors, and prepares highly sensitive bill analyses, including developing and justifying recommendations for executive management with sound logic and objectivity. Works collaboratively with CEH staff in reviewing legislative bills and the potential impact on programs and makes recommendations to management. Establishes appropriate deadlines for analyses and continually monitors progress. Independently develops and provides instructions for revision to management for implementation. Responsible for interfacing, coordinating, and collaborating with the Legislative Governmental Office and the Office of Legal Services to discuss and review program analyses and provide recommendations to management. Identifies legislative bills potentially affecting CEH's programs and operations department-wide, coordinating with external stakeholders, division and leadership on the next legislative steps. After identifying new legislation bills, the incumbent will coordinate responses to internal and external legislation partners and Executive Staff. Independently prepares, writes, reviews, and edits bill analysis, trailer bill language, bill amendments, and bill fiscals, to ensure they are consistent with Department and Administration policy. Meets with program staff, constituency groups, legislative staff, and Departmental executive management staff, as necessary, to ensure analyses are fact-based and adequately address pertinent issues. Independently provides legislative recommendations to all CDPH management.
- 30% Works as a project manager in the development of multiple high-level administrative activities including planning, drafting, reviewing, and/or editing regulation packages, budget change concepts, budget change proposals, legislative concepts, legislative proposals, finance letters, to ensure all areas of the proposal(s) are accurate and factual. Ensures workload justifications are complete, well-written, and incorporate all critical information necessary to meet the CDPH's requirements prior to submission for approval. Serves as the lead coordinator for Legislative and Governmental Affairs constituent inquiries. Collaborates and coordinates with the Office of Regulations (OOR) on regulation packages. Reviews new regulation packages and keeps track of the packages by documenting program's progress and delays.
- 15% Independently collaborates and leads assignments with staff and management to identify communication issues, assignment requirements, timeliness, and consistency. Drives organizational and effectiveness improvements related to center-wide projects and emergency

administrative drills. Coordinates cross-cutting center efforts to formulate, develop, and implement effective systems, tracking tools, policies, and procedures to streamline existing work and develop new processes to increase productivity, accuracy, and effectiveness. Makes recommendations to management for improvements to internal and external processes. Analyzes fiscal documents and concepts and convey concerns to executive management. Provides support to the Deputy Director and Assistant Deputy Director for meeting and presentation preparation. Prepares talking points, speeches, and testimony for the Deputy Director and Assistant Deputy Director. Reviews and evaluates communications and materials for distribution to staff of the Deputy Director and Assistant Deputy Director. Regularly attends management, supervisor, and special projects meetings. Plans meetings with programs, Division, and Center staff to identify and recommend policy positions and ensure they align with the program and Department's mission.

- 10% Serves as a SME in providing technical assistance and guidance to staff on bill analysis preparation and the legislative process. Independently develops training materials and provides training to branch management teams and staff to implement consistent and proper application of policies and procedures regarding the legislative process and bill analysis.
- 5% Serves as a principal CEH liaison to other CDPH programs including Budgets, Accounting, Human Resources, Legislation, Public Affairs, Civil Rights, Legal, other CDPH program areas, and external customers as well.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required. Provides coverage for other Center Office staff as needed.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 05/15/2025