

## GOVERNOR'S OFFICE OF EMERGENCY SERVICES EXEMPT DUTY STATEMENT

### General Information

#### POSITION GENERAL INFORMATION:

Exempt Class Title:	Assistant to the Governor/Governor's Office
Working Title (if applicable):	Assistant Director, Legislative and Governmental Affairs
Position Number:	163-130-5314-905 (51368)

#### DIVISION BACKGROUND:

The Office of Legislative and Governmental Affairs plays a crucial role in enhancing public safety and emergency preparedness through strategic collaboration and policy development. This office is responsible for managing and implementing the California Governor's Office of Emergency Services' (Cal OES) key initiatives in several critical areas:

- Legislative Affairs: Developing and steering the department's legislative agenda to support its mission and objectives.
- Public Safety Policy: Crafting and implementing policies that strengthen the state's public safety framework.
- Tribal Affairs: Fostering relationships and coordinating efforts with tribal entities to ensure inclusive emergency preparedness.
- International Affairs: Managing the department's international relations and collaborations in the realm of public safety and emergency management.
- Executive Programs: Overseeing high-level initiatives that align with the department's strategic goals.

A key function of this office is to identify and analyze programs and issues at national, state, and local levels that have immediate or long-term relevance to the department. This proactive approach ensures that the department remains at the forefront of public safety and emergency preparedness trends and challenges.

### Position Summary

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The Assistant Director of the Office of Legislative and Governmental Affairs at Cal OES plays an essential role in shaping and implementing the agency's strategic initiatives across multiple domains. Under the general direction of the Deputy Director, Office of Legislative and Governmental Affairs, this high-level position requires a leader who can effectively bridge policy development, stakeholder engagement, and operational oversight.

Key Responsibilities include, but are not limited to:

- Legislative Strategy: In coordination with the Deputy Director, identifies, develops, and implements Cal OES's legislative objectives, including drafting legislation, providing testimony, and guiding proposals through the legislative process.
- Policy Analysis and Development: Oversees the analysis of laws, regulations, and policies related to public safety and emergency management, advising leadership on their implications and opportunities. Reviews California State and Federal legislative proposals for consistency with Administration policy.

- **Intergovernmental Relations:** Manages critical relationships with tribal governments, international partners, and various levels of government to ensure collaborative and effective emergency preparedness efforts.
- **Executive Communication:** Prepares and coordinates high-level briefings, policy statements, and responses to legislative and congressional inquiries, often representing the Director or Deputy Director in official capacities.
- **Strategic Initiative Development:** Directs cross-functional teams in creating and implementing multi-year initiatives that align with Cal OES's strategic goals and operational practices.
- **Special Projects Leadership:** Oversees complex, high-priority projects that span multiple Cal OES business lines, crucial for policy determination and program implementation.
- **Tribal Affairs Oversight:** Provides expert guidance on tribal government matters, ensuring cultural sensitivity and promoting inclusive planning and operations in emergency management.
- **International Affairs Management:** Coordinates international delegations, develop binational agreements, and represent Cal OES in international forums and councils.

This position requires a seasoned professional with exceptional analytical, communication, and leadership skills. The ideal candidate will have a comprehensive understanding of legislative processes, emergency management principles, and the ability to navigate complex political settings. They must excel in building relationships across diverse stakeholder groups and be skilled at translating strategic vision into actionable policies and programs.

### **Additional Responsibilities**

#### **EXECUTIVE DUTY OFFICER RESPONSIBILITIES:**

The incumbent may be required to serve as the Executive Duty Officer (EDO) on a rotational basis. These duties include, but are not limited to, the following:

As the EDO, you will act as the operational lead on behalf of Cal OES Executive Management. This role demands 24/7 availability and serves as the point of contact (POC) for state-level coordination. Executive-level management fulfills this role on a rotational basis throughout the year. Responsibilities include:

- Establishing and maintaining a communication link with the California State Warning Center (CSWC).
- Acting as the 24-hour POC for state and federal level coordination, including mission request tasking of resources and staff.
- Notifying and briefing Executive Management on significant events.