



PR LOG #:

**DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Legislative Representative				Legislative Representative	
BRANCH					
Chief of Staff's Office					
DIVISION			OFFICE		
Government Affairs Division			Legislative Affairs Office		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	E	0300	174-310-5295-009	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>Within the California Department of Education (CDE), under the administrative direction of the Director of Government Affairs, the Legislative Representative is responsible for the following: Coordinates and collaborates with Legislative Representatives and analytical staff in the Legislative Affairs Office to facilitate the tracking of legislative activities and policy areas.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
<p>The incumbent is supervised by Kimberly Rosenberger, Division Director of Government Affairs Division</p>					
SUPERVISORY RESPONSIBILITIES					
<p>This position does not have any supervisory responsibilities.</p>					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>This position is eligible for telework 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. Employee will be expected to sit at a desk for an extended duration, and walk or drive between CDE headquarters and legislative offices as needed.</p>					

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required: <input style="width: 80%;" type="text" value="30"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p><b>Duties Performed</b></p> <p>Monitors the legislative activity on assigned policy issue areas for the most difficult and complex pieces of proposed legislation affecting prekindergarten through twelfth grade education each year; and serves as liaison between the CDE and the Legislature, public education organizations, special interest groups, and other government entities on such legislation.</p>		

Relative % of Time Required: <input style="width: 80%;" type="text" value="20"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p><b>Duties Performed</b></p> <p>Assists CDE in analyzing the most sensitive and complex proposed and enacted legislation and preparing for presentations before legislative committees. Reviews bill analyses received by the Government Affairs Division from CDE administrators and, when necessary, develops resolutions to conflicts among analyses prepared by multiple program units. Informs Department administrators of new amendments on specific legislation and requests additional analyses on requests. Works with appropriate programmatic and legal staff to draft proposed legislation for the CDE and SBE, including legislation regarding the most complex and sensitive issues.</p>		

Relative % of Time Required: <input style="width: 80%;" type="text" value="15"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p><b>Duties Performed</b></p> <p>Testifies before legislative committees on behalf of the CDE. Makes presentations and provides information and technical assistance to individual legislators and legislative staff upon request.</p>		

Relative % of Time Required: <input type="text" value="15"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>Prepares critiques of summaries of assigned legislation for the Director of Government Affairs, other CDE administrators, the State Board of Education (SBE), and Legislative committees. Works with the Director of Government Affairs to develop the CDE's position on assigned legislation.</p>		

Relative % of Time Required: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>As directed, advocates CDE positions on legislation, including suggested amendments, with individual legislators and legislative staff. Briefs the Director of Government Affairs on all significant legislative developments, including compromises or alternatives proposed by legislators or their staff.</p>		

Relative % of Time Required: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>Prepares draft responses to correspondence addressed to the State Superintendent of Public Instruction (SSPI) from legislators stating the Department's position on legislation affecting education. Attends staff meetings and provides updates. Other job related duties as required.</p>		

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

- Knowledgeable in the trends in public education pertaining to issues which include early learning, preschool, K-12 and higher education.
- Experience working in a legislative office, analyzing bills and researching legislative history.
- Knowledgeable in the Legislative processes in order to advocate effectively on behalf of the California Department of Education (CDE) and State Superintendent of Public Instruction.
- Ability to analyze legislation, including researching legislative and program history.
- Knowledgeable in the provisions of Federal and State legislation and administrative regulations relating to general education, special education, compensatory education, and other related education.

**PERSONAL CONTACTS**

GAD staff, Assembly and Senator offices, etc.

**EMPLOYEE ACKNOWLEDGEMENT**

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

**MANAGER/SUPERVISOR ACKNOWLEDGEMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor