

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER <b>30266</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>CAPIAA</b>	
UNIT NAME <b>427</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>925 L St Suite 325, Sacramento, CA, 95814</b>	
CIVIL SERVICE CLASSIFICATION <b>Analyst III</b>	POSITION NUMBER <b>427-001-5402-906</b>	CBID
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input checked="" type="checkbox"/> N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday 9am-5pm</b>	TENURE <b>Limited Term</b>	
WORKING TITLE <b>Policy &amp; Legislative Affairs Specialist</b>	TIMEBASE <b>FT</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

California is proud to be home to over six million Asian and Pacific Islander Americans (APIA), the fastest growing ethnic population in the state.

The California Commission on Asian and Pacific Islander American Affairs (CAPIAA) was established in 2002 and is charged with elevating the political, economic, and social issues of Asian and Pacific Islander Americans (APIA), in the state.

The Commission advises the Governor and the Legislature on how to best respond to views, needs, and concerns of the state's diverse and complex APIA communities. Additionally, the commission provides assistance to policymakers, state agencies, departments, and commissions to develop appropriate responses and programs that meet the needs of APIA communities, including focus on cultural language sensitivity, and hate incident and hate crime prevention measures.

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**POSITION CONCEPT**

Under the general direction of the Chief of Administrative Services, the Policy & Legislative Affairs Specialist (PLAS) will be responsible for advancing the research and policy development function within CAPIAA, conducting in-depth analysis to inform policy decisions, leading research, developing policy recommendations based on findings, and often engaging with stakeholders to advocate for statewide policies impacting Asian and Pacific Islander Americans (APIA) communities. The position will support the work of statewide coalitions, ensuring that the voices and needs of the APIA communities are central to policy discussions and solutions. In addition, PLAS is responsible for planning, developing, implementing, and facilitating the work of CAPIAA's Policy Committees.

**SPECIAL REQUIREMENTS**  Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing  
 Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

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PERCENTAGE	DESCRIPTION
25%	Serves as the principal legislative advisor to the Executive Director , Chief of Administrative Services and Commissioners by organizing and managing the legislative program; writing, proposing, and securing legislation that impacts CAPIAA’s mission and associated legislative policy agenda; developing, implementing, and tracking bill analyses and bill/budget actions; providing strategic planning and policy direction on emerging APIA issues and trends to advanced equitable access; preparing briefings and presentations on sensitive legislative and budget matters; and preparing the ED to represent CAPIAA with the Legislature. Provides recommendations, alternatives, and insight on highly sensitive bills impacting the APIA community to ensure compliance with its legislative and regulatory mandates. Builds policy proposals that identify solutions through proposed legislation and budget change proposals in support of CAPIAA’s identified priorities and external commitments by creating fiscal analysis, and policy/ program evaluations of proposals to justify a case for impact and support, apprising the ED on bill and budget developments with leading data, justifications, and testimony, recommending legislative amendments to policies, and collaborating across departments to build proposals that are central to the organization. Collaborating with stakeholders on policy and budget advocacy.
20%	Collaborate with APIA Stakeholders to align goals, share resources, and coordinate efforts in policy advocacy and program development. Contribute to fostering a unified voice for APIA communities across various sectors and organizations. Conduct comprehensive research on issues affecting APIA communities, identifying gaps, needs, and opportunities for policy solutions. Analyze data trends and community feedback to inform policy recommendations and program development. Prepare and present reports, briefs, and recommendations to the Chief of Administrative Services, Executive Director and Commissioners. Identify critical policy issues requiring research. Design research methodologies, including surveys, data analysis, and evaluation frameworks. Develop data collection and analysis processes and manage external research contracts and partnerships as necessary. Interpreting research findings and translating them into actionable policy recommendations and crafting policy briefs, reports, and presentations to communicate research insights to stakeholders.
20%	Leads all planning and preparation of the Executive Director and Chief of Administrative Services to represent the Commission before the Governor's Office, Legislature, and other policy stakeholders on legislative matters by testifying on behalf of the Commission before the Legislature at committee hearings, meeting with bill authors, proponents, opponents, staff consultants and members of the Legislature to present CAPIAA's position and influence bill language, and acting as the liaison for legislative inquiries and communications between the Commission and external legislative affairs representatives from other departments, to support or oppose on bill and budget matters, to ensure the Commission follows appropriate bill analysis. Represents CAPIAA at various coalitions, task forces, and statewide policy meetings and committees to continue building relationships with statewide AANHPI advocacy groups in an advisory capacity, ensuring the Commission is aware of stakeholder needs and policy objectives. Acts as the CAPIAA point of contact for its legislative tracking system and oversees the Legislature's calendar for important policy, budget, and informational committee hearings to provide the best support to the ED and the Commission and ensure the matter of public policy is communicated.
20%	Collaborate with internal and external stakeholders to develop policies that address the needs and priorities of APIA communities. Based on research findings and community input, advocate for policy changes at the local, state, and federal levels. Monitor legislative developments and emerging

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	trends that may impact APIA communities and provide timely updates to the ED. Establish mechanisms for continuous feedback from community members and organizations to inform programmatic and policy implementation efforts. Facilitate focus groups, surveys, and other outreach methods to gather insights and perspectives from APIA communities. Share findings from community feedback loops with relevant stakeholders to drive accountability and responsiveness in policy development.
10%	Assist in coordinating stakeholder and coalition activities, meetings, and initiatives aimed at advocating for APIA communities. Collaborate with stakeholders and coalition members to align goals, share resources, and coordinate efforts in policy advocacy and program development. Contribute to fostering a unified voice for APIA communities across various sectors and organizations.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Perform other job-related duties as required.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

Ability to work extended hours including weeknights and weekends.

- Ability to learn and apply new skills.
- Ability to provide feedback and follow up on tasks.
- Knows when to act independently and when to consult for advice on decision-making.
- Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
- Juggle multiple projects simultaneously.
- Daily use of work computer, related software applications and a variety of office equipment at a workstation for extended periods of time.
- Ability to safely handle and move items up to 25lbs, items may include filing boxes and office equipment.

**DESIRABLE QUALIFICATIONS**

Minimum of 3 years experience in the legislature or legislative related field.

- A bachelor's degree in Policy, Research, and/or related field. Masters in Public Policy is preferred.
- Strong analytical skills and ability to interpret complex data
- Expertise in research methodologies, including quantitative and qualitative approaches
- Excellent writing and communication skills to clearly present research findings
- Policy analysis and advocacy skills to translate research into actionable policy recommendations
- Commitment to completing assignments in a timely and efficient manner while adhering to the Commission's policies and procedures.
- Must have an ability to communicate with a range of partners and stakeholders, including leadership, elected officials, community members, and the general public as necessary.
- Must have strong analytical and research skills

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- Skilled in using Microsoft Office products including, SharePoint, Excel, and Outlook.
- Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment.

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED