

Position Duty Statement

Date: 07/22/2026	Name of Incumbent: VACANT
Civil Service Title: Analyst I	Position Number: 364-600-5157-001
Working or Job Title: Legislative Analyst	Division/Unit: Governmental Relations
Supervisor's Civil Service Title: Career Executive Assignment	Location: Sacramento, CA
Supervisor's Working Title: Assistant Vice Chancellor, Government Relations	Work Hours/Shift: Full Time, Monday-Friday 8am to 5pm
Conflict of Interest Disclosure Category: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ N/A	License or Other Requirement: N/A

Supervises: n/a

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency 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.

Program Identification:

The Governmental Relations Division represents the chancellor's office before the Legislature and executive branch of the state and federal government. In addition, it is responsible for formulating and advancing the legislative agenda of the system.

Summary Statement:

Under the direction of the Assistant Vice Chancellor of Government Relations, the Legislative Analyst performs a broad range of analytical, consultative, and administrative functions in support of the Governmental Relations Division (GR). The Legislative Analyst independently conducts legislative, policy, fiscal, and programmatic research; develops reports, presentations, and briefing materials; analyzes proposed legislation and budget proposals; coordinates division projects; and assists executive leadership in advancing the Chancellor's Office, state, and federal advocacy priorities. The incumbent serves as a resource to division staff and management on legislative processes, policy implementation, reporting requirements, and special projects affecting the California Community Colleges system.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
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35% (E)	<u>Division Operations and Process Improvement</u> • Coordinate special projects and assignments on behalf of the Vice Chancellor and Assistant Vice Chancellor. • Gather, compile, validate, and analyze qualitative and quantitative data to support division initiatives and executive decision-making. • Produce, edit, and distribute division reports, publications, presentations, briefing materials, and communications products. • Develop and maintain tracking systems to monitor legislative assignments, deadlines, correspondence, and division deliverables. • Review existing business processes and recommend operational improvements that increase efficiency, consistency, and accountability. • Prepare reports and recommendations regarding divisional operations, workload management, and strategic initiatives. • Serve as project coordinator for cross-divisional assignments and ensure timely completion of deliverables.
25% (E)	<u>Legislative and Policy Research, Analysis, and Reporting:</u> • Research, analyze, and summarize proposed state and federal legislation, budget proposals, regulations, and policy initiatives affecting California Community Colleges. • Develop bill analyses, legislative tracking reports, policy briefs, fact sheets, and executive summaries for division leadership and executive management. • Conduct research on historical legislative actions, prior Chancellor's Office positions, and policy precedents to support informed decision-making. • Analyze the potential fiscal, operational, and programmatic impacts of legislation and administrative proposals. • Assist in developing legislative position recommendations and supporting documentation for executive review. • Prepare written responses to information requests from executive leadership, legislative offices, governmental agencies, and external stakeholders.
20% (E)	<u>Legislative Affairs and Stakeholder Engagement:</u> • Assist with the coordination of legislative meetings, hearings, stakeholder discussions, and advocacy-related events. • Serve as liaison with Chancellor's Office staff, community college districts, state agencies, legislative staff, and external partners regarding legislative and policy matters. • Coordinate the collection, review, and consolidation of information from internal subject matter experts for legislative analyses, reports, and executive briefings. • Track management assignments and legislative information requests to ensure timely responses and completion. • Assist in preparing materials for Board of Governors meetings, legislative hearings, budget discussions, and executive briefings. • Maintain legislative databases, contact information, calendars, and correspondence records.

15%	<u>Executive Support:</u> • Draft correspondence, briefing materials, issue papers, talking points, presentations, and reports for executive leadership. • Coordinate travel documentation, reimbursement packages, meeting logistics, and scheduling activities for executive leadership. • Assist in preparing informational and communication materials regarding Chancellor's Office legislative priorities and initiatives. • Manage and monitor division correspondence, email accounts, and document repositories.
5% (M)	Other Duties as Assigned • Crosstrain and provide backup support to division staff as necessary. • Participate in departmental workgroups, committees, and special assignments. • Perform other duties consistent with the Analyst I classification.

IMPACT AND CONSEQUENCE OF ERROR:

The incumbent's work directly supports executive leadership, legislative advocacy efforts, budget initiatives, and policy development activities of the Chancellor's Office. Inaccurate analyses, incomplete research, missed deadlines, or improper dissemination of information may adversely affect legislative strategy, executive decision-making, stakeholder relationships, policy implementation efforts, and the reputation of the Chancellor's Office.

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels.
- Frequent contact with other state agencies and community colleges and districts.
- Frequent contact with the public.
- Frequent contact with the Governor's Office and other governmental entities.

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Excellent oral and written communication skills, especially presentation and facilitation capabilities.
- Excellent analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Communicate courteously in a clear and concise manner in a diverse community.
- Work in a climate-controlled, open office environment under artificial lighting.
- Ability to operate a computer and multi-line phone system for extended amounts of time.
- Exposure to computer screens and other basic office equipment.
- Ability to telework as needed.
- Ability to work in person at the agency to serve as back-up agency receptionist.

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA).

(If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Signature:**Date:**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:**Date:**

