

Duty Statement
California Government Operations Agency
State of California



☐ Current ☒ Proposed

Classification Title C.E.A. Level A	Division Engagement
Working Title Deputy Director, Legislative Affairs	Office/Unit/Section Office of Cradle-to-Career Data
Position Number 424-100-7500-007	Effective Date
Name	Date Prepared 9/1/26

General Statement

The Office of Cradle-to-Career Data (C2C) is a statewide longitudinal data system that provides policymakers, researchers, educators, students, families, and other stakeholders answers to key questions about student progression and outcomes. The data system helps provide critical information about the pipelines from early care to K-12 to higher education skills training and employment along with health and human services data. This data system supports teachers, advisors, parents and students as an evidence-based tool that decision makers and researchers can use to help California adopt more equitable policies by providing insight into how educational experiences impact students' subsequent academic achievement, work, and earnings.

Under the administrative direction of the Director of Engagement, the Deputy Director, Legislative Affairs is responsible for developing and managing Cradle-to-Career's legislative programs. The incumbent must possess an understanding of existing policies and procedures that impact C2C and all the regulations that relate to an integrated program of communications and public relations, community engagement, and legislative and stakeholder relations. They must be aware of new laws that have been passed and are being proposed by the California Legislature. As changes occur, the Deputy Director will be responsible for developing and implementing new policies to ensure the Department is in compliance with new legislation.

The Deputy Director of Legislative Affairs will be responsible for bill analysis and tracking; responding to legislative inquiries; advising senior staff on federal, state, and local legislative initiatives that could impact C2C's programs; reviewing and writing legislative reports; and making final policy recommendations. The incumbent will review legislative proposals and ensure they are compatible with existing laws and consistent with the Administration, and

monitor the status of bills impacting programmatic, fiscal, public affairs, and intergovernmental issues. The Deputy Director of Legislative Affairs will represent C2C with the Legislature and in hearings before Legislative Committees.

Job Functions

Essential (E) / Marginal (M) Functions

30% Legislative Strategy and Policy Assessment (E)

- Consistently demonstrate sound judgment, diplomacy, and ability to properly handle sensitive and confidential assignments and information.
- Review legislative proposals and ensure they are compatible with existing laws and consistent with the Administration.
- Monitor the status of bills impacting programmatic, fiscal, public affairs, and intergovernmental issues and determine the potential impact to the Department.
- Track the progress of legislation through the committee process, research relevant background, solicit input from stakeholders, and identify potential areas of conflict.
- Prepare concise and well-written bill analyses that clearly state the impact to the Department.
- Perform additional research and rewrite analyses as needed to ensure thorough understanding.
- Develop and provide training to C2C Staff on bill analysis preparation and the legislative process to ensure compliance and proper completion.

25% Development and Management of C2C's Legislative Programs (E)

- Develop and implement specific equity and inclusiveness strategies by proactively pursuing, nurturing, and maintaining constructive relationships with external partners, and ensuring C2C policies and procedures are reviewed through an equity-focused lens.
- Assist in the completion of C2C's annual Legislative Report by drafting report sections, verifying the accuracy of required data, and applying a political lens in review of the report's content.

25% Legislative Affairs Representative (E)

- Meet with individual legislators and legislative staff to provide updates and to advocate for legislation that aligns with C2C's goals.
- Represent Cradle-to-Career at legislative committee hearings.
- Track and respond to inquiries from legislative members and staff.
- Coordinate and lead briefings with legislative staff to provide updates and answer outstanding questions.
- Advise the C2C Executive Team on federal, state, or local legislative initiatives that could impact C2C's programs.
- Provide briefings and presentations to the C2C Executive Team on sensitive public relations, community engagement, and stakeholder relations matters as well as legislative, political, and budget matters.

15% External Affairs Representative (E)

- Represent Cradle-to-Career at meetings with Government Operations Agency legislative staff and the Governor's Office legislative team, and with C2C's data sharing partners.
- Meet with representatives of various advocacy groups.
- Advise the C2C Executive Team on the political feasibility, risks, and strategy related to individual proposals.
- Serve as a key advisor to the C2C Executive Team on external relations matters including public information and public affairs, stakeholder relations, local government and community organization relations, and legislative matters.
- Present before and advise the C2C Governing Board and two advisory boards on external affairs matters as requested by the Executive Director.

5% Project Management and Administration (M)

- Organize projects and write status reports in order to maintain ongoing progress of projects and effective communication of project milestones.
- May act on behalf of the Director of Engagement as required.
- Performs other job-related duties as required.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Director of Engagement. However, direction and assignments may also come from the Executive Director.

Supervision Exercised

There are no civil service direct reports to this position at present; however, the incumbent is expected to supervise staff if positions are approved in the future. While the incumbent will not exercise any formal supervision, they will provide project and program leadership and functional guidance to state staff and contractors.

Personal Contacts

The incumbent will work with teams across C2C as well as Government Operations Agency staff, legislative staff, the Governor's Office, many community organizations, a wide range of stakeholders, and external contractors and advisors.

Functional Requirements

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.
- Requires flexibility in terms of work hours and work overtime occasionally, including night and/or weekend hours, as necessary.
- Requires dependability and excellent time management.
- Requires occasional travel to attend meetings and hearings.

The duties of this position are performed indoors. C2C Headquarters is located at 400 R Street, Sacramento, CA 95811 and is equipped with standard or ergonomic office equipment, as appropriate. The position is eligible for telework in a hybrid environment, pursuant to a signed Statewide Telework Agreement (STD 200). The incumbent must be able to attend frequent and regular in-person meetings in Sacramento, as well as ad hoc meetings or hearings on short notice.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date

Duties of this position are subject to change and may be revised as needed or required.

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	Supervisor Printed Name	Date