Form **DS-SME**
State of California
Secretary of State

Duty Statement
Managerial

Section I POSITION INFORMATION

Print or type.

A. Current Position Number	B. Probationary Period /Job Evaluation Period	C. Form 700 Filer?
785-103-4801-XXX	12 Months	No

D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Manager I	

G. Unit, Section, Division	H. Location
Legislative Affairs, Executive Office	Sacramento

I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager
Adam Lwin	Manager II

K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
M01	Full Time	Permanent

N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:00 – 5:00	Hybrid

Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ No

Section II JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Description of duties

Under the general direction of the Chief (CEA A) and Assistant Chief (Manager II), Legislative Affairs, the Manager I directs the Legislative Review and Operations function and supervises staff responsible for coordinating the review of state and federal legislation affecting the Secretary of State. As an auxiliary legislative advocate, the incumbent plays a critical role in carrying out the Secretary of State's constitutional mandate to conduct the State's elections. This position manages the coordinated review of legislative proposals and implementation of established agency policies incorporated into the legislative program. The incumbent works with members of the Legislature and their staff, control agencies, program divisions, legal, and other governmental entities to identify and address operational, fiscal, and policy impacts affecting the Secretary of State's (SOS) programs. Notwithstanding the stated work hours for this position, additional hours may be required on minimal notice based on the needs of the office, which are predominantly linked to legislative activity.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	**Leadership & Oversight** Under the direction of the Chief and the Assistant Chief, Legislative Affairs, manages the Legislative Review and Operations function. Establish work priorities, procedures, standards, and workload controls necessary to maintain and improve programmatic objectives. Direct assigned staff and resources, establish work priorities and performance expectations, monitor operational objectives, and ensure individual program areas align with the Division and Agency mandates and objectives. Identify operational risks and recommend changes to processes, assignments, or resources necessary to meet program objectives and legislative deadlines. Coordinates delegated business and administrative activities for Legislative Affairs, including budget planning and monitoring, Budget Change Proposals (BCP), contracting, procurement, information management and support services. Coordinate with SOS program management to identify resource needs, monitor expenditures and administrative deadlines, and ensure compliance with departmental policies and state requirements. Directly supervise assigned staff, including assigning and reviewing work, providing training and guidance, evaluating performance, approving time and attendance, and participating in recruitment and selection activities. Address performance or conduct concerns and initiate or recommend corrective or disciplinary action, as appropriate. Assess staffing and training needs and maintain cross-training and continuity plans for legislative and administrative functions. Serve as an additional management contact to provide policy direction to staff and address complex program issues, and a representative of the Legislative Affairs Office to other programs within the SOS. Provide program guidance and consultation to the Chief, Assistant Chief, Division Chiefs, and program managers. Brief the Chief and Assistant Chief, Legislative Affairs on complex and sensitive issues and provide management coverage when the Assistant Chief is unavailable.
30%	**Legislative Analysis and Policy Coordination** In close coordination with the Chief and Assistant Chief, Legislative Affairs, Chief Financial Officer (CFO), administrative support programs, and division leadership, manage the coordinated review and assessment of state and federal legislation proposals affecting the Secretary of State's programs and services. Obtain input from program divisions, Legal, Fiscal Affairs, and other subject-matter experts, and ensure operational, legal, fiscal, and policy impacts are identified and addressed. Coordinate with Elections Division leadership, including the Assistant Division Chief responsible for Voter's Choice Act administration and policy management, on legislative proposals and policy matters affecting implementation of the Voter's Choice Act. Ensure Elections Division input regarding statutory requirements, county operations, implementation risks, and stakeholder impacts is incorporated into legislative analyses and recommendations. Contribute to the development of the agency's legislative agenda by monitoring congressional legislative proposals impacting the Secretary of State's services and programs, and action by Congress and federal courts that may affect areas of SOS oversight in California, such as voting. Monitor legislative activity and direct the preparation of analyses, recommendations, and proposed legislation affecting the

	Secretary of State's programs. Coordinate with the Department of Finance (DOF), Legislative Analyst's Office (LAO), and other control agencies, as needed. Ensure time sensitive and statutory deadlines are met, communicate established agency priorities and identified program concerns within delegated authority, coordinate requested revisions and follow-up; and elevate matters requiring new agency positions due to legislation or BCP's, changes to established policy, or executive direction. Develop strategies and supported recommendations on major state and federal legislative issues within incumbent's assigned area of responsibility. Evaluate available resources, program impacts, implementation risks, and stakeholder concerns; coordinate revisions and follow-up, and present decision-ready recommendations to the Chief, Legislative Affairs, Executive management, and the Secretary of State. Review existing policies and procedures and recommend changes necessary to address enacted or proposed state and federal legislation impacting the Secretary of State's programs.
20%	**Correspondence & Outreach** Manage the day-to-day intake, assignment, tracking, and resolution of routine and assigned legislative or constituent inquiries. Ensure inquiries are routed to the appropriate program area; assign or conduct necessary research, review proposed responses for accuracy, and monitor follow-up though completion of assignments. Coordinate the timely provision of information and state services to legislators and their constituents and elevate the more complex, sensitive, high profile, or policy-related matters to the Assistant Chief or Chief of Legislative Affairs, as appropriate.

MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	Participates in administration and operational activities necessary to ensure the success of the organization as a whole and maintain consistency with the Secretary's overall strategic plan efforts. Consult with program managers regarding high-level special projects within the Secretary of State's Office; coordinate necessary follow-up; and keep the Chief and Assistant Chief, Legislative Affairs, Secretary of State, the Chief Deputy Secretary of State abreast of significant discussions, issues, and recommendations. Provide management coverage on behalf of the Assistant Chief, Legislative Affairs as needed.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED