



DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-700-5402-001		☐ CURRENT ☒ PROPOSED	
PROGRAM LEGISLATIVE AFFAIRS		CLASSIFICATION TITLE Analyst III			
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Legislative Analyst			
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P
		TIME BASE FT			
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known)		EFFECTIVE DATE			
PRIMARY DOMAIN (IT positions only)		Choose an item.			

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the general direction of the LCI Legislative Manager, the incumbent in this position is a non-supervisory expert responsible for identifying and analyzing legislation which would present an impact to LCI, and occasionally representing LCI's policies and positions before the Legislature and external entities. The position works independently to develop recommendations for LCI leadership, the Governor's Office, and the Department of Finance, often coordinates and manages cross-functional task forces within and between LCI program areas, to identify impacts of pending legislation and develop appropriate strategies for securing the passage or defeat of legislation.

The incumbent has frequent contact with legislators, legislative staff, committee consultants, the Governor's Office, and local, regional, state, federal, and other external stakeholders. The incumbent also meets regularly with members of LCI's leadership and program managers either to convey information regarding legislative action or to resolve sensitive legislative issues.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS



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35%	Identifies policy and programmatic changes proposed by the legislature to determine its intent, the impact on LCI mission, operations, and policy objectives, and develop LCI's position on relevant legislation. Ensures that proposed legislation accurately reflects LCI's activities, policies, procedures, mission, vision and strategic goals. Independently researches and analyzes complex and sensitive issues and prepares concise written reports, including analyses, white papers, policy papers that clearly identify the legislative issue, provides relevant background information, and presents those recommendations to the Legislative Director and Legislative Manager. These responsibilities frequently have a direct impact on the formulation of LCI's policies, executive decision-making, program effectiveness, project delivery, and the quality of services provided to the array of stakeholders served by LCI/ SGC/ OCPSC.
35%	Represents LCI's positions on bills to internal staff, and as directed by the Legislative Director and Legislative Manager, to the Legislature, the Department of Finance, legislative committee consultants, and lobbyists, through verbal and written means. Monitors legislative hearings and charts the progress of legislative bills. Participates in sensitive and complex legislative negotiations to ensure LCI's policies are reflected in legislation. As directed by the Legislative Director and Legislative Manager, represents LCI at meetings with federal, state, regional and local agencies and the public concerning the scope of LCI's programs.
15%	Formulates strategies for securing passage of desired legislative objectives or preventing passage of undesired legislation. Remains current on topics related to LCI's mission and ever-changing legislation which may impact LCI.
10%	Prepares written responses to inquiries from constituents, legislative members, and the Governor's Office on behalf of LCI leadership, based on sound analysis of the issues and LCI policies, procedure, and position on the issue.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, supportive staff services such as budget, personnel, analysis, planning, program evaluation, or related areas; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.



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DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge and understanding of the formal and informal aspects of the legislative process generally as well as the Administration's legislative policies and procedure.
- Excellent oral and written communications skills, with experience presenting complex or controversial information to all levels both internal and external to the organization.
- Strong analytical skills to organize and prioritize large volumes of varied documents including confidential materials, assimilate and evaluate input from various sources, develop alternative courses of action and make objective recommendations.
- Ability to operate under frequently urgent and changing conditions and be able to demonstrate consistently sound judgment.
- Ability to develop and sustain trust of others; develop cooperative working relationships, reason logically and creatively; utilize a variety of analytical techniques to resolve complex governmental and legislative problems.
- Demonstrated ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training and be responsive to stakeholders and management policy.
- Experience managing and resolving conflicts and disagreements in a positive and constructive manner to minimize negative impact and maintain a high level of professional integrity.

SPECIAL PERSONAL REQUIREMENTS:

- Sensitive to the political and personal needs of legislators regarding individual positions, constituents, and interest groups.
- Ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

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, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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