DUTY STATEMENT

Classification: Analyst III	
Working Title: Legislative Coordinator	
Program:	
Division: Director's Office	
Branch: Office of Legislative & Governmental Affairs (LGA)	
Section: Legislative Advocacy & Consulting Section (LAC)	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 803-040-5402-XXX
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

Under the general direction of the LAC Supervisor II, the Analyst III (Legislative Coordinator) independently performs advanced legislative and policy analysis to support the Department's legislative priorities. The incumbent reviews and evaluates complex bills, prepares clear and concise legislative analyses, and develops recommendations for departmental leadership. The role coordinates information across DHCS programs, monitors legislative hearings and actions, and serves as a key liaison to CalHHS and the Governor's Office on high-impact legislative issues. This position requires strong analytical judgment, excellent communication skills, and the ability to work under tight deadlines in a fast-paced legislative environment.

Job Summary (cont):

The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
30%	Under the general direction of the LAC Supervisor II, advises DHCS executive staff on the political implications of adopting positions recommended by program staff and provides alternative recommendations as appropriate; independently prepares written and oral status reports for management on legislation of interest to DHCS; advises DHCS management regarding legislative perspectives, processes, protocols, strategies, tactics, and communication; monitors legislative committee hearings and reports to DHCS Executives, CalHHS, and the Governor's Office on DHCS bills and legislative issues; independently reviews and responds to the most complex and sensitive legislative analyses and inquiries—including bill analyses, enrolled bill reports (EBRs), proposed amendments, policy and fiscal information, and technical assistance assigned by CalHHS or identified for internal awareness—applying advanced analytical research and subject matter expertise (SME) to develop comprehensive, timely, and well-substantiated recommendations for the LAC Supervisor II and LGA Deputy Director; serves as LGA's point of contact for legislative affairs; and independently coordinates the development of related legislative materials and departmental responses.
20%	Coordinates the development of DHCS's annual legislative program for assigned programs, providing strategic advice on political feasibility, risks, and legislative strategy for individual proposals. Leads the creation and use of internal tracking tools and systems, including CapitolTrack, to ensure effective project management of all proposed legislation. Meets with and persuades members of the Legislature to author approved DHCS proposals and manages each assigned proposal throughout the legislative process. Oversees communication and negotiation of complex amendments with offices of Members of the California State Legislature to advance departmental objectives.
15%	Leads and provides expert-level training on bill analysis preparation, legislative reports, legislative inquiries, and the policy bill process. Reviews all bill analyses and EBRs prepared by program staff for accuracy, thoroughness, and consistency with DHCS and Administration goals and policy objectives, and provides revision instructions to program management for implementation. Performs additional research and rewrites analyses as needed. Monitors and coordinates the analysis of state legislation impacting DHCS programs and ensures timely submission of materials to the Director and CalHHS.

Description of Duties:	
% of Time	**Essential Functions**
20%	Leads legislative advocacy efforts by lobbying members of the Legislature, legislative staff, and constituent groups on key legislation while overseeing all activities required to advance DHCS-sponsored bills. Provides expert guidance to executive leadership on the political and policy implications of recommended program positions and offers alternative strategies when appropriate. Prepares clear written and oral status reports on legislation of interest, and advises DHCS management on legislative processes, protocols, communication approaches, and tactical considerations to support effective departmental engagement.
10%	Represent DHCS in meetings with individual legislators, legislative staff, and advocacy groups, ensuring clear communication of departmental priorities. Serve as a liaison between DHCS and key governmental partners—including CalHHS, the Governor's Office, the Legislative Analyst's Office, the Department of Finance, members of the California State Legislature and committee staff—as well as various organizations and advocacy groups to support coordinated and effective legislative engagement.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Other duties as assigned.

Supervision Received: Under General Direction by the (enter supervisor classification):
Supervisor II.

Supervision Exercised: (check all that apply) ☑ Non-Supervisory Classification / None
☐ Clerical Staff ☐ Analytical Staff ☐ Technical Staff
☐ Professional Staff ☐ Supervisory Staff ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance ☐ Typing Certificate ☐ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☐ Valid Professional License (please specify): _____

Desirable Qualifications:

The Analyst III must communicate effectively both verbally and in writing to direct and monitor the work of others and in dealing with the public, produce timely and quality work products, and prepare clear, concise, and logical correspondence, which may include applying new and creative ways of presenting information or results. Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders. Highly self motivated, independent, and customer service focused. Effective communication, business acumen, decision making, and problem solving skills. Experience managing projects. Work under pressure to meet deadlines and be flexible to changing priorities. Ability to recommend workable solutions in a tactful, constructive manner and ensure efficient use of staff time and resources to meet complex objectives and changing priorities.

Working Conditions (Check all that apply):
Prolonged Periods of:
☐ Standing ☑ Sitting ☐ Kneeling ☐ Bending
Travel May be Required:
☐ Occasional ☐ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
Daniyal Sadeghian Sorkhabi	Daniyal Sadeghian Sorkhabi Digitally signed by Daniyal Sadeghian Sorkhabi Date: 2026.07.28 13:42:32 -07'00'	07/28/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

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

Supervisor Name:	Supervisor Signature:	Date: