Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/2015)

Classification Title Analyst III	**Board/Bureau/Division** Division of Legislative Affairs
Working Title Legislative Specialist	**Office/Unit/Section / Geographic Location** Sacramento
Position Number 610-300-5402-XXX	**Name and Effective Date**

General Statement: Under the general direction of the Supervisor I, and under functional guidance of the Assistant Deputy Director and the Deputy Director for the Division of Legislative Affairs (Division), the Legislative Specialist is responsible for independent oversight and coordination of legislative and other projects as related to the interests of the Department of Consumer Affairs (Department). This position will also be responsible for performing the most complex legislative and policy analysis and making recommendations to various executive staff levels within state government. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

35% (E) Legislative and Policy Project Management
Independently lead and manage complex, sensitive, and high-priority legislative and policy projects of the Division, including independently drafting and managing written responses for the sunset process for the Department and its bureaus; preparing appointees of the Department and its bureaus for the confirmation process; managing the completion and delivery of legislative reports, including sunset reports and legislatively mandated reports. Prepare, review, and edit project reports, executive summaries, issue papers and correspondence as needed. Serve as a lead analytical resource on significant projects and provide recommendations to the Director, Business and Consumer Services Agency (Agency), and the Governor's Office on any anticipated legislative, regulatory, operational and policy issues.

20% (E) Legislative Strategy and Policy Development
Prepare, review, and edit analysis of the most complex legislation and policy issues and recommend a position or course of action to the Director, Agency, and Governor's Office. Coordinate efforts with representatives of other departments to amend legislation of mutual concern and interest. Work collaboratively with the Governor's Office, Agency, and stakeholders on the most complex policy issues to resolve concerns and reach a point of consensus on a solution.

20% (E) Legislative and Consumer Issues Consultation
Serve as a subject matter expert to the Legislature, Governor's Office, and Agency in legislative and policy matters relating to the Department, and its boards, bureaus, and other licensing programs and consumer-related issues and provide consultative services on related issues.

15% (E) Policy Coordination

Present Department proposed positions and concerns to Agency and the Governor's Office in order to seek position approval or approval to negotiate on legislation of interest to the Department. Communicate positions and concerns to the Legislature in a manner consistent with the direction of the Governor's Office.

10% (E) Legislative Representation

Prepare and deliver presentations to individual legislators, their staff, and legislative committees regarding the Administration's position on consumer-oriented legislation and Department-wide issues. Represent the Department before legislative committee hearings and assist other advocates as deemed appropriate in testifying on legislation and general policy issues related to the Department.

B. Supervision Received

The Legislative Specialist receives direction from the Supervisor I; however, direction and assignments may also come from the Assistant Deputy Director or Deputy Director.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Legislative Specialist has continuous contact with the staff of the Division. In addition, the Legislative Specialist has frequent contact with staff from the Department's Boards and Bureaus, Executive Office, Legal Office, and Budget Office, as well as staff from legislators' office and the Business and Consumer Services Agency, to discuss issues relevant to the Division's legislative and policy analysis. As such, an ability to independently exercise judiciousness in sensitive situations is required.

F. Actions and Consequences

Failure to accurately perform the essential functions of this position could impede the Division's ability to meet the needs of the Executive Office and to comply with the requests/deadlines from the Business and Consumer Services Agency, as well as the Governor's Office.

G. Functional Requirements

The Legislative Specialist works a minimum of 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential.

H. Other Information

This position requires overtime, often with little advanced notice. Occasionally, the Legislative Specialist may be called back to work after normal working hours to assist with special requests from the Business and Consumer Services Agency and the Governor's Office.

The Division's work product, including analyses and position on legislation, are confidential. In addition, many of the issues that the Legislative Specialist will be handling are confidential and/or highly sensitive. Therefore, this position requires confidentiality and discretion on the part of the Specialist.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 Health & Safety analyst.)

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Employee Signature Date

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Printed Name

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

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Supervisor Signature Date

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Printed Name

New: 10/2026