DUTY STATEMENT

Employee Name:	Position Number: 580-030-5403-909
Classification: Analyst IV	Tenure/Time Base: Permanent/Full-time
Working Title: Senior Legislative Coordinator	Work Location: 1615 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legislative & Governmental Affairs	Branch/Section/Unit: Policy Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by being a resource for the development and enactment of legislation to protect and promote public health on behalf of all Californians, including vulnerable and underserved communities. As a highly independent and specialized position within the Office of Legislative and Governmental Affairs (LGA), the Analyst IV provides advanced legislative coordination and project management for CDPH's most complex, sensitive, and technically demanding portfolios of work.

The Analyst IV works under the general direction of the Supervisor II, Policy Section Manager, LGA.

The incumbent serves as a principal subject-matter resource and independently manages cross-cutting legislative portfolios that require extensive knowledge of CDPH programs, State legislative

processes, executive-level priorities, and interdepartmental coordination.

The incumbent leads and coordinates the development, review, and delivery of complex bill analyses, enrolled bill reports, legislative proposals, and other high-priority legislative products. The incumbent applies formal project-management practices to establish and maintain the Department's annual legislative program. The Analyst IV is responsible for all activities necessary to secure passage of Department-sponsored legislation; represents the Department at legislative committees and meetings; and monitors and coordinates the analysis of State legislation having an impact on the most complex and technical CDPH programs.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

35% Serve as the highly specialized legislative coordinator for a complex, sensitive, and technically demanding bill portfolio. Independently lead the development and quality review of Bill Analyses and Enrolled Bill Reports, synthesize technical, fiscal, legal, operational and policy information from departmental partners and ensure consistency with Department and Administration policy. Identify cross-program impacts, conflicting recommendations, implementation risks, and information gaps; direct revisions and conduct additional research as needed. Establish portfolio workplans, milestones, dependencies, escalation protocols, and quality-control measures; monitor assignments through executive review; and ensure timely submission to the Director's Office and the California Health and Human Services Agency. Provide expert consultation and training to Department staff on bill analysis preparation, legislative strategy, and complex legislative processes.

20% Independently lead the Department's annual legislative project management and other highly sensitive legislative initiatives. Advise the Deputy Director, LGA leadership, and program executives on the political feasibility, risks, and strategy related to individual proposals. Direct the development and advancement of Department sponsored legislation through all phases of the legislative process, including technical consultation for policy development and recommendations. Serve as a principal representative for LGA on the most complex and technical legislative matters, lobbying CDPH-sponsored bills, appearing before legislative committees, responding to policy and technical inquiries, and preparing author statements and executive briefing materials. Lead and coordinate all activities necessary to secure successful passage of Department-sponsored legislation and advance the Department's legislative priorities.

15% Represent the Department at legislative committee and interim fact-finding discussions by testifying on and defending highly sensitive, technically complex and/or potentially volatile

positions on bills. Develop and coordinate testimony, briefing materials, technical responses, and amendment analyses; defend Department positions; and translate complex public health, regulatory, scientific and operational information for legislative audiences. Advise the CDPH Directorate an LGA leadership on appropriate Department posture from the political perspective.

10% Represent the Department at high-level meetings with individual legislators, legislative staff, Administration partners, and advocacy organizations concerning assigned complex portfolios. Prepare negotiation strategies, identify acceptable policy and technical parameters, coordinate subject-matter experts, negotiate amendments for high-complexity legislative matters, resolve issues across affected programs, document commitments, and manage follow-through to completion.

10% Provide expert strategic consultation to CDPH executive staff on the political implications of adopting positions recommended by program staff and make alternative recommendations as appropriate. Prepare/present written and oral status reports for management on legislation of interest to CDPH. Advise management across the Department regarding legislative perspectives, processes, protocols, strategies, and tactics.

Marginal Functions (including percentage of time)

5% Act as a liaison between the Department and the Health and Human Services Agency, the Governor's Office, the Department of Finance, Members of the Legislature and committee staff, and various organizations/advocacy groups. For assigned specialized portfolios, coordinate integrated schedules, decision logs, issue resolution, and executive communications across these entities.

5% Perform other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: **Armantaro Hirose-Afshari**	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: J.A.
Date: NOV 26