

## DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4802-XXX			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION LEGISLATIVE AFFAIRS		CLASSIFICATION TITLE STAFF SERVICES MANAGER III				
PROGRAM (If applicable) Choose an item.		WORKING TITLE LEGISLATIVE MANAGER				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE 08/01/2024				
PRIMARY DOMAIN (IT positions only)	N/A					

### AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (GO-LUCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. GO-LUCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. GO-LUCI 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. GO-LUCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. GO-LUCI 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 GO-LUCI Legislative Director, the incumbent in this position is responsible for managing the day-to-day operations of the department's legislative program. At a high level, the incumbent both manages the development of the organization's legislative recommendations, including coordination between GO-LUCI legislative staff and program staff throughout the agency and its sub-entities; also serves as the principal analyst and legislative subject matter expert on the most important, impactful, or sensitive legislative issues. The incumbent is additionally responsible for ensuring the primary identification of legislation presenting potential impacts to GO-LUCI and recommending appropriate strategies to the Legislative Director and Executive Staff regarding the passage or defeat of legislation.

The incumbent in this position will regularly represent GO-LUCI policies and positions before legislators, their staff, Department of Finance, external entities, other Administration partners; and as needed, the Governor's Office. The position regularly coordinates and manages cross-functional task forces within and between program areas; not only to identify impacts of pending legislation, but to develop appropriate recommendations and strategies on budget engagement, external inquiries, or other politically sensitive issues with a legislative touchstone. As part of this role, the incumbent also meets regularly with leadership and program managers to convey information regarding legislative action and/or to resolve sensitive legislative issues.

## DUTY STATEMENT

% 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>
<b>ESSENTIAL FUNCTIONS</b>	
30%	The incumbent serves as the principal advisor to the Legislative Director and department leaders; and providing management of, and direct participation in, GO-LUCI's legislative identification and analysis process to ensure the organization is aware of and responsive to changes in legislation that could impact to the organization's mission, operations, or policy objectives. Directly identify legislation with the potential to present organizational impact. Assemble and provide leadership and expertise to cross-organizational teams to facilitate the quantification of potential legislative impacts, their risks, and the development of analyses, recommendations, and response strategies. Oversee the management, training, and instruction of legislative analytical staff. Serve as a key legislative subject matter expert for staff across the organization as it relates to GO-LUCI's broad policy portfolio. Ensure that OPR's legislative proposal process is accessible and work products accurately reflect the department's activities, policies, procedures, mission, vision and strategic goals.
25%	Serve as the principal legislative expert on the most important, impactful, or sensitive legislation. Responsible for drafting the formal analyses and enrolled bill reports establishing GO-LUCI's position on key legislation; subsequently making formal recommendations based on that position to executive staff and the Governor. Research relevant legislative and statutory history, coordinate input of OPR policy and budgetary expertise, account for political considerations, develop necessary amendments, and formulate strategy recommendations to achieve desired legislative outcomes.
20%	Regularly represent the department, its policies and positions, in meetings with Legislative members, their staff, committee consultants, lobbyists, Department of Finance, other Administration partners, and other external entities. In coordination with the Legislative Director, works with program staff to develop and undertake both internal and external legislative strategies to highlight key information and achieve organizational goals.
10%	In conjunction with the Legislative Director, Provide expert guidance, training, and preparation regarding legislative hearings. Develop and coordinate hearing-specific strategies and preparation for relevant staff participating in legislative hearings. Develop and coordinate legislative strategy for the department's budgetary process. Maintain close communication during these processes with the Legislative Director, relevant internal and administration stakeholders, the Department of Finance, and legislative committee staff.
10%	On behalf of GO-LUCI, respond to inquiries from legislative members and staff regarding constituent, fiscal, budgetary, or policy issues. Prepares written responses to constituents, legislative offices, external entities, Department of Finance, and the Governor's Office based on analysis of the issues, department policies, procedures, and positions on the issues.
<b>MARGINAL FUNCTIONS</b>	
5%	The incumbent may act during the absence of the Legislative Director and perform other job-related duties as required.

## DUTY STATEMENT

### KNOWLEDGE AND ABILITIES

*Knowledge of:* Principles, practices, and trends of public administration, including management and supportive staff services such as budget, personnel, analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; 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.

### DESIRABLE QUALIFICATIONS:

- Demonstrated expert 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 to 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.
- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object up to 15 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. 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.

## DUTY STATEMENT

<b>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.</b>		
<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.</i></b>		
<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: <i>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).</i></b>		
<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>