



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Strategy, Partnerships, & Training
Classification	Career Executive Assignment, level B
Working title	Legislative and External Affairs Manager
Position number	374-100-7500-004
Prepared date	10/19/2023
Effective date	
Name	Vacant

General Statement

Under the administrative direction of the Deputy Director, Strategy in the Strategy, Partnerships, & Training division, the Legislative and External Affairs Manager (C.E.A. B) is responsible for developing and maintaining the policies and procedures related to legislative, public, and industry affairs in support of the strategic vision and mission of ODI. The incumbent will provide coordinated and cohesive direction to the Directorate to ensure consistency of policy, practice, and vision and is responsible for the organization’s legislative program. The incumbent will be responsible for developing an industry relations strategy and proactive agenda to advance ODI’s interests and positioning externally and bringing external perspectives back into the organization to help inform ODI’s strategies. The incumbent plays a significant role in the decision making and development of priorities, policies, and practices pertaining to projects, strategic planning, technical direction, resource management, and program delivery.

Essential Functions

%	Description
45%	<p>External affairs</p> <ul style="list-style-type: none"> ● Establish, enhance, and maintain relationships with key external contacts to help promote ODI’s activities and accomplishments ● Act as the ODI liaison with Native nations, and international affairs in coordination with California Office of Emergency Services ● Serve as a key advisor to the Directorate on public affairs and private-sector relations issues, keeping them apprised of trends in external political, social, environmental, sustainability, and technology domains ● Advise the ODI Directorate regarding major issues confronting the office ● Explain and advocate for ODI programs and policies; provide briefings and presentations to the executive team on sensitive legislative, political, and budget matters ● Coordinate and engage with trade groups, issue coalitions, and other allies on behalf of ODI to build effective coalitions ● Respond to and carry out executive orders from the Governor’s Office to ensure ODI engagement and compliance, and work with the California Government Operations Agency and other agency partners on related presentations, memos, and feedback ● Coordinate and engage with external stakeholders, including community partners, on events, presentations, forums, and roundtables for insights, input, and advance ODI’s interests ● Manage and plan all external meetings, and attend as needed, ensuring materials are sent in advance, time is well spent, and objectives are achieved ● Maintain a broad understanding of our current and future agency partners’ strategies, drivers, goals, and initiatives, as well as the competitive landscapes to enable capture growth opportunities ● Represent ODI before relevant trade associations, industry groups, lobbyists, speciality organizations and other private sector organizations while working to enhance ODI’s image, brand, and value proposition ● Develop an external and industry relations strategy and proactive agenda to advance ODI’s interests and positioning externally and bringing external perspectives back into the organization to help inform ODI’s strategies
30%	<p>Legislative affairs</p> <ul style="list-style-type: none"> ● Act as the ODI liaison for legislative inquiries and communications between ODI and legislative affairs representatives from other departments, trade associations and other special interest groups; and represent ODI before other governmental agencies and the public in legislative matters related to ODI ● Serve as a key advisor to the Directorate on legislative affairs ● Review legislative proposals submitted by the organization and ensures proposals are compatible with existing laws ● Advise, prepare, and brief the Directorate and executive team to interface and interact with legislative offices, legislators, hearings, and testimonies in supporting ODI’s goals, objectives, and initiatives ● Coordinate overall ODI legislative policy development; write, propose, negotiate, promote and secure legislation that could impact ODI programs and associated policy; influence, develop and implement policies with statewide impact through the legislative process ● Represent ODI with the legislature and in hearings before legislative committees; develop policies and procedures for the development of bill analyses and tracking of bills and budget actions

%	Description
	<ul style="list-style-type: none"> ● Review State legislative proposals for consistency with Administration and new federal laws that could impact Administration policies ● Prepare draft legislation in consultation with program staff, secure authors to carry legislative bills, present formal testimony and assists in presentation of organization’s proposals throughout the legislative process ● Provide daily and weekly reports to ODI Directorate regarding legislative activity in the ODI’s areas of responsibility, coordinate with agency and follows chain of command as it relates to the approval process ● Monitor the status of legislation impacting programmatic, fiscal, public affairs, intergovernmental issues, and terms and conditions of employment
20%	<ul style="list-style-type: none"> ● Respond to information requests from external parties (e.g. industry groups, lobbyists) ● Develop and implement advocacy strategies and effective business relationships to promote ODI’s interests ● Serve as an effective advocate for ODI and our agency partners on key matters and craft positions that will establish ODI publicly as a thought leader and innovator ● Identify earned speaking opportunities and work with the ODI team to identify appropriate topics and speakers ● Develop and support internal state policies, procedures, and budget advocacy for external partnership and legislative work development to advance the strategic mission and vision of ODI

Marginal Functions

%	Description
5%	<ul style="list-style-type: none"> ● Applies principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management and perform other staff assignments as appropriate and required. In partnership with the Government Relations Manager, support and scale ODI’s Government Relations function by providing consultation and guidance on playbooks, approaches, communities of practice and other training channels.

Supervision Received

The Legislative and External Affairs Manager reports to the Deputy Director, Strategy. Direction and assignments may also come from the Chief Deputy Director or the Director.

Supervision Exercised

None; but will oversee, lead, and manage legislative and external affairs projects, events, and work.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Quarterly travel may be required to attend meetings in Sacramento, offsite,

conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date