



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Public Affairs	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 830 - 5393 - 004
DIVISION/UNIT Governmental Relations	CLASS TITLE Associate Governmental Program Analyst
INCUMBENT NAME VACANT	WORKING TITLE Legislative Analyst

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under direction of the Director of Governmental Relations, the Associate Governmental Program Analyst operates as the Legislative Analyst and is responsible for performing the more complex strategic and analytical work in support of the Governmental Relations Division and the Public Affairs Branch. The incumbent monitors California’s political climate and analyzes legislation to inform the Teachers’ Retirement Board and support CalSTRS’ mission to secure the financial future of California’s educators.

% 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.
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30%	<p>ESSENTIAL FUNCTIONS</p> <p>Independently review and analyze proposed legislation, advise management on the impact to CalSTRS, and monitor relevant hearings and other related matters. Write legislative bill proposals, analyses and enrolled bill reports on a variety of subjects and complexity for management review and approval by the Chief Executive Officer. Independently advise management and colleagues throughout the Public Affairs Branch to successfully advocate CalSTRS positions on assigned legislation.</p>
25%	<p>Provide guidance and information to staff working on program area bill analyses. Work with CalSTRS staff, legislative staff and other stakeholders to write legislative amendments. Independently identify and discuss key considerations and plans for implementation with CalSTRS program areas. Independently advise management in developing the system’s state legislative program, which include annual goals and objectives. Contact and consult with the staff of CalSTRS, the Legislature, the Government Operations Agency, the Department of Finance and other stakeholders in the preparation of analyses, amendments, reports, legislative hearings and letters. Write position letters to legislators and legislative agenda items for CalSTRS Board meetings.</p>
20%	<p>Track CalSTRS legislation and maintain the Legislative Matrix and other topic lists. Seek feedback on legislation tracked on topic lists as necessary. Coordinate the collection, review and submission of board agenda items, Client Advisory Committee and Employer Advisory Committee materials and informational hearing documents for Governmental Relations (SharePoint site). Coordinate the annual revision of the Teachers’ Retirement Law book and history of legislation. Assist with organizing and facilitating the Legislative 101 training workshops. Prepare and update Legislature member profiles. Schedule, coordinate, prepare materials for and track meetings with legislators, legislative staff and other stakeholders. Deliver legislative analyses, letters and state-mandated reports to the Legislature, Governor’s Office, Government Operations Agency, Department of Finance and other state departments.</p>
10%	<p>Independently monitor implementation efforts on enacted legislation through completion to ensure compliance with state law. Serve on the Legislative Analysis Team and implementation teams. Review and revise specified CalSTRS publications and fact sheets. Research and gather data related to CalSTRS, pension reform, pension funding and other related items for the Legislature and other stakeholders. Provide support to the director by assisting with prioritizing requests from executives, the Legislature and others to ensure requests are completed in a timely manner.</p>
10%	<p>Establish and maintain legislation, subject, historical and confidential files. Maintain Governmental Relations online file storage and retrieval process on SharePoint and the network drive as appropriate. Serve as Attendance Coordinator for the division. Track and monitor attendance and leave approvals in order to effectively review timesheets.</p>
	<p>MARGINAL FUNCTIONS</p>

5%

Participate as a team member with other CalSTRS staff in the research and development of all programs within Governmental Relations and participate in special projects that have substantial departmental impact. Represent the division on cross-functional project teams. Assist with ad hoc requests and the coordination of division and branch-wide events.

COMPETENCIES

Core Competencies: All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies:

- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high rise building, in an open space environment
- Work in a confined/restricted environment
- Appropriate dress for the office environment and occasional interactions with the board, the Legislature and client group representatives.
- Ability to use a computer several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Public Affairs	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 830 - 5157 - xxx
DIVISION/UNIT Governmental Relations	CLASS TITLE Staff Services Analyst
INCUMBENT NAME VACANT	WORKING TITLE Legislative Analyst
CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.	
Under supervision of the Director of Governmental Relations, the Staff Services Analyst operates as the Legislative Analyst and is responsible for performing strategic and analytical work in support of the Governmental Relations Division and the Public Affairs Branch. The incumbent monitors California’s political climate and analyzes legislation of average difficulty to inform the Teachers’ Retirement Board and support CalSTRS’ mission to secure the financial future of California’s educators.	
% 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.
30%	<p>ESSENTIAL FUNCTIONS</p> <p>Review and analyze proposed legislation, advise management on the impact to CalSTRS, and monitor relevant hearings and other related matters. Write legislative bill proposals, analyses and enrolled bill reports on a variety of subjects for management review and approval by the Chief Executive Officer. Assist management and colleagues throughout the Public Affairs Branch to successfully advocate CalSTRS positions on assigned legislation.</p>
25%	<p>Provide recommendations and information to staff working on program area bill analyses. Work with CalSTRS staff, legislative staff and other stakeholders to write legislative amendments. Identify and discuss key considerations and plans for implementation with CalSTRS program areas. Assist management in developing the system’s state legislative program, which include annual goals and objectives. Contact and consult with the staff of CalSTRS, the Legislature, the Government Operations Agency, the Department of Finance and other stakeholders in the preparation of analyses, amendments, reports, legislative hearings and letters. Write position letters to legislators and legislative agenda items for CalSTRS Board meetings.</p>
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10%	<p>Monitor implementation efforts on enacted legislation through completion to ensure compliance with state law. Serve on the Legislative Analysis Team and implementation teams. Review and revise specified CalSTRS publications and fact sheets. Research and gather data related to CalSTRS, pension reform, pension funding and other related items for the Legislature and other stakeholders. Provide support to the director by assisting with prioritizing requests from executives, the Legislature and others to ensure requests are completed in a timely manner.</p>
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Classification Competencies:

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- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Initiative
- Managing Work
- Technical/Professional Knowledge and Skills
- Thoroughness

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