

Department of Consumer Affairs

Position Duty Statement

HR-041 (Rev. 07/2015)

Classification Title Associate Governmental Program Analyst (AGPA)	Board/Bureau/Division Division of Legislative Affairs (Division)
Working Title Legislative Analyst	Office/Unit/Section / Geographic Location Sacramento
Position Number 610-300-5393-803	Name and Effective Date TBD / TBD

General Statement: Under the direction of the Staff Services Manager I, the Legislative Analyst serves as the technical expert on emerging legislative or policy issues for various assigned boards, bureaus, and other licensing programs and consumer related issues. The incumbent prepares legislative bill analyses, completes various analytical and research assignments that are of interest to the Executive Office, and acts as a liaison between various assigned programs and management. Duties include, but are not limited to:

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

55% (E) Independently identify, research, and summarize proposed legislation, regulations and policy issues and recommend a position to Division management. Prepare and edit legislative bill analyses. Prepare amendments to existing and proposed legislation. Coordinate efforts with representatives of other departments to amend legislation of mutual concern and interest. This position may also complete analyses of proposed regulations, on a limited basis. (35%)

Serve as a technical expert in legislative and policy matters relating to the department's boards, bureaus, and other licensing programs and consumer related issues and provide consultative services on related issues, including, but not limited to, licensing, enforcement, education and various regulatory programs. (20%)

25% (E) Research the more complex policy issues and prepare written recommendations for Division management and Executive Staff. Prepare reports, executive summaries, issue papers and correspondence. Research nationwide databases via the internet to remain current on pertinent issues at the state and federal levels. Advise Executive and Division Management Staff on research findings and any anticipated emerging policy problems.

15% (E) Serve as a resource for Division, departmental staff, legislative committees and consultants, industry representatives, lobbyists, and others regarding the interest of consumers relative to legislation, researching and addressing constituent casework issues on an as needed basis. Coordinate inter-departmental efforts on legislation and policy items. Attend board meetings, legislative hearings and inter-departmental meetings regarding legislation and additional policy items as needed.

5% (M) Perform other related duties.

B. Supervision Received

The incumbent is under the direction of the Staff Services Manager I, and may also receive direction and assignments from the Deputy Director and the Assistant Deputy Director.

C. Supervision Exercised: None.

D. Administrative Responsibility: None.

E. Personal Contacts

The incumbent has continuous contact with Division staff and management and frequent contact with staff from the department's boards, bureaus, committees and commission, Legal Office, Executive Office, Budget Office, and staff from the Legislature and the Business, Consumer Services, and Housing Agency (BCSH).

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 requests/deadlines from BCSH and the Governor's Office.

G. Functional Requirements

The incumbent must have excellent writing, analytical, communication and presentation skills and have experience in handling legislation, regulations, presentations, and other policy-related work. The incumbent must have the ability to comprehend complex, technical, and diverse subject matter and effectively summarize issues.

The incumbent will work in an office setting, with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent works 40 hours per week.

H. Other Information

This position requires occasional overtime, often with little advanced notice. Attendance at board, bureau, commission, and committee meetings may be required and are occasionally scheduled during the weekends. The incumbent may be required to travel throughout an assigned geographical region by various methods of transportation to attend out-of-town board meetings. This would require an extended workday that may exceed 40 hours per week. Occasionally, the incumbent may be called back to work after normal working hours to assist with special requests from the BCSH and the Governor's Office.

This office's analyses and positions on legislation are confidential. In addition, many of the issues that the incumbent will be researching are confidential and/or highly sensitive. Therefore, this position requires confidentiality and discretion on the part of the incumbent.

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.)

Employee Signature

Date

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.

Supervisor Signature

Date

Printed Name

Revised 01/2021