

DUTY STATEMENT

Employee Name:	Position Number: 580-030-4800-008
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Legislative Coordinator	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/Unit: Office of Legislative and Governmental Affairs

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.

The Staff Services Manager (SSM) I (Specialist) works under the direction of the SSM II (Policy Manager) of the Office of Legislative and Governmental Affairs (LGA).

The incumbent writes and reviews bill analyses, provides training to Department staff on bill analysis preparation and the legislative process. Responsible for all activities necessary to secure passage of

Department-sponsored legislation. Monitors legislative committees and meetings pertaining to CDPH issue areas. Monitors and coordinates the analysis of State legislation having an impact on specific CDPH programs. Prepares written and oral status reports for management on legislation of interest to CDPH. Advises Department management regarding legislative perspectives, processes, protocols, strategies, and tactics. The SSM I (Specialist) acts as a liaison between the Department and other agencies.

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% **Bill Analysis:** Monitor and coordinate the analysis of legislation that has an impact on CDPH programs to ensure the timely submission to the Director and the Health and Human Services Agency. Review bill analyses and Enrolled Bill Reports to ensure accuracy, thoroughness, and alignments with Department and Administration policy. Provide guidance and strategic support to CDPH programs on bill and fiscal analysis revisions when needed. Train department staff on the preparation of bill analyses and the legislative process.
- 25% **External Engagement:** Negotiate amendments to bills and resolutions to address concerns. Communicate effectively with internal and external partners to ensure CDPH's positions are clearly understood and represented. Meet with legislative staff and representatives from various advocacy groups to provide technical assistance on legislation that impact CDPH programs. Help prepare Department leaders to testify or defend highly sensitive positions on bills or issues at legislative committee hearings. Coordinate the development of Department testimony at hearings and advise Directorate and CDPH leadership on appropriate Department posture and approach.
- 20% **Proposed Legislation:** Advise the Deputy Director and program executive staff on the political feasibility, risks, and strategy related to individual proposed legislation. Coordinate the proposed legislation through the legislative process, including meeting with the author's office and stakeholders. Actively support CDPH-sponsored bills, monitor all legislative committee hearings, and prepare author's statements as needed. Responsible for all activities necessary to secure passage of Department-sponsored legislation.
- 10% **High-Profile Advisory:** Advise department executive staff of political implications of adopting positions recommended by program staff and make alternative recommendations as appropriate. Prepare written and oral status reports for management on legislation of interest to CDPH. Advise Department management 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/or various organizations/advocacy groups.

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:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: J.A.
 Date: Sept24