

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27121	DGS OFFICE or CLIENT AGENCY Business, Consumer Services & Housing Agency	
UNIT NAME Office of the Secretary	REPORTING LOCATION Sacramento	
SCHEDULE (DAYS / HOURS) Monday - Friday; 8:00a - 5:00p	POSITION NUMBER 338-100-4800-008	CBID E48
CLASS TITLE Staff Services Manager I (Specialist)	WORKING TITLE Legislative Specialist	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Business, Consumer Services, and Housing Agency is the California government cabinet-level agency that licenses and regulates over 4 million professionals, businesses, and financial services; funds and facilitates the preservation and expansion of safe, affordable housing; advances statewide collaborative efforts to prevent and end homelessness; and guards and enforces California's civil rights laws.

**POSITION CONCEPT**

Under the direction of the of the Deputy Secretary of Legislation, Business, Consumer Services, and Housing Agency (Agency), the Staff Services Manager I serves as a non-supervisory high-level specialist responsible for independently planning, and organizing a multi-departmental legislative agenda and program. The position acts as a liaison to the Agency's 11-member departments (Agency Departments) and provides expert policy consultation and recommendations to the Deputy Secretary of Legislation on the multi-disciplinary subject matters; ranging from but not limited to affordable housing, consumer protection, civil rights and financial regulation.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Manages the Agency's Legislative program (coordinates, monitors and tracks all Agency Departments legislative concepts). Independently reviews and edits all legislative content including, but not limited to, bill analyses, enrolled bill reports, legislative proposals, all proposed state and federal legislation, regulations, and any guidelines relating to the multi-disciplinary subject matters using legislative tracking resources, including, but not limited to, CapitolTrack, LegInfo and the Daily Files in order to independently develop and negotiate statutory language, amendments, legislative position and provides technical assistance researching and synthesizing information from those various legislative resources: Legislative author's offices, Governor's office and Department of Finance, to ensure compliance with the policy objectives of the Agency and Administration.
25%	Serves as a Subject Matter Expert, developing a legislative working matrix report in coordination with the Agency Departments legislative units to keep Agency leadership and the Governor's Office apprised of significant issues and hearings before the legislature in order to prepare and coordinate the development of Agency/Department testimony for legislative hearings and advises the Agency Secretary, Undersecretary and eight (8) Agency Deputy Secretaries by using research, knowledge of legislative dynamics, and the legislative process to communicate appropriate Agency

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	and departmental political positions at legislative committee hearings in furtherance of the policy objectives and goals of the Agency and the Administration.
25%	Develops and coordinates procedures for use by Department legislative policy deputies, explaining changes and ensuring uniform responses on all bill analyses for the purpose of meeting the strict legislative deadlines by providing functional advice and direction to legislation coordinators as a consultant on legislative procedures and process and erving as the Point-of-Contact with the department legislative policy deputies to assist in the resolution of interdepartmental differences relating to legislative positions, including providing recommendations and guidance to inter-agency liaisons to advance the policy objectives of the Agency and the Administration.
15%	Provides direct policy support to the Deputy Secretary of Consumer Relations in assistance with the ongoing board and bureau sunset review process within the Department of Consumer Affairs: including the development of white papers to support the core policy objectives for the 36 boards and bureaus to ensure compliance with the mandates, rules and regulations. Provides technical assistance for all related stakeholder and communications engagements related to the sunset review process.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Prepares and presents legislative updates at quarterly Agency-wide Department meetings and monthly Director's meetings. Handles special projects for the Agency legislative team as needed and other duties as assigned. Acts as the Assistant Deputy Secretary of Legislation in their absence.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position may be eligible for a hybrid telework option (up to 3 days telework, 2 days in office), in accordance with the Business, Consumer Services and Housing Agency Telework Policy. This position will be required to report to the Sacramento Headquarters Office as required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED