

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Associate Governmental Program Analyst	POSITION NUMBER 410-170-5393-009
WORKING TITLE Legislative Analyst	DIVISION/OFFICE/UNIT/SECTION Executive Office, Legislation Division
BARGAINING UNIT 1	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Deputy Commissioner of the Legislative Division, the Legislative Analyst is an integral role in ensuring smooth operations of the Division, and in maintaining relationships with DFPI executive staff, Agency, legislative staff, and the Legislature that are critical for the success of the Department. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

% of Time Essential Functions:

- 40% Reviews all introduced and amended legislation for potential impact on the Department or its licensees; manages the Department’s bill analysis process, including legislative research, assisting in staff assignments for the completion of bill analyses, reviewing and editing draft bill analyses prior to review by the Deputy Commissioner of Legislation, tracking the progress of bill analyses to ensure deadlines are met, and submitting completed and approved bill analyses and enrolled bill reports to Agency; track, monitor, and compile reports regarding legislative related meetings and correspondence for weekly and monthly Agency updates.
- 30% Writes bill analyses and works with the Department’s teams, including policy programs, legal team, enforcement team, and Budgets Office to ensure accuracy; analyzes fiscal impacts of bills; negotiates policy objectives on bills with the Author’s office, sponsor, and/or stakeholders in consultation with the Deputy Commissioner of the Legislative Division, the Commissioner, and the Business, Consumer Services, and Housing (BCSH) Agency.
- 15% Works alongside Legislative Deputy to help influence the outcome of legislation impacting the Department by providing policy recommendations; participate in meetings with legislative staff, external stakeholders, BCSH Agency, and

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Governor’s Office; and participate in weekly meetings with the Deputy Commissioner, Commissioner, and Agency to provide legislative updates.

10% Track calls, letters, concerns, and complaints from various industry groups, including filing letters of support and opposition; track, analyze, and report on federal and state legislation; maintain and monitor contracts for legislative bill delivery service including Capitol Track, Politico Pro, and capitol printing service; maintain the Department’s legislative database and filing system; provide all relevant information to staff assigned to the bill.

Marginal Functions

5% Performs other related duties, as required.

B. Supervision Received

The Legislative Analyst reports directly to and receives the majority of assignments from the Deputy Commissioner of Legislation.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent must have the ability to develop and maintain collaborative working relationships, work cooperatively with others, and to respond to inquiries from Department management and internal and external customers in a timely and professional manner. The incumbent will have contact with the Department staff at all levels; the Office of the Commissioner; Business, Consumer Services and Housing Agency; Governor’s Office; Members of the Legislature and their staff (including Committee staff); other governmental agency representatives; various federal, state, regional, and local agencies; and other external stakeholders. The incumbent must be able to make oral presentations and represent the Department with competency and integrity at meetings on pending legislation. All legislative contacts are sensitive and/or confidential in nature.

F. Actions and Consequences

Failure to remain informed of existing and proposed legislation and departmental operations could result in poor articulation of the Department’s public policy, embarrassment for the Department, unfavorable media coverage, and possible reaction

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from the State Legislature or Governor’s Office, affecting departmental credibility. Failure to prepare accurate and timely analyses, legislative proposals, and associated correspondence would prevent the Department from being adequately represented in the Legislature. This could result in enactment of legislation adversely affecting departmental programs or state-level financial institutions policy and could jeopardize enactment of priority legislation for the Department.

G. Functional Requirements

H. The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time. The incumbent works a hybrid schedule of 40 hours per week, with at least 16 hours in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and light lifting of no more than 25 lbs.

I. Other Information

J. Possesses excellent written and verbal communication skills. Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities. Regular attendance and punctuality are essential.

Possesses good written and verbal communication skills. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation, both locally and out-of-town, for examination administration (approximately 12 times per year).]

CONFLICT OF INTEREST

None.

FINGERPRINTING

None.

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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

Employee's Printed Name, Classification

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

Supervisor's Printed Name, Classification