

CEA LEVEL A

DEPUTY DIRECTOR, LEGISLATIVE AND REGULATORY AFFAIRS DIVISION CALIFORNIA GAMBLING CONTROL COMMISSION

Under the administrative direction of the Executive Director, of the California Gambling Control Commission (CGCC), the Deputy Director of Legislative and Regulatory Affairs is responsible for the development and management of the CGCC's legislative and regulatory program; representing the CGCC before legislators, legislative committees, the Legislative Analyst's Office, the Governor's Office, State control agencies, local and Tribal government, and stakeholder groups; and advising the Commissioners and Director on legislative and regulatory matters. The Deputy Director of Legislative and Regulatory Affairs is a member of the CGCC Leadership Team and is influential in the construction and implementation of CGCC policies and programs. The Deputy Director is an active participant in the development, implementation, and championing of the Commission's Strategic Plan and ensures the Legislative and Regulatory Affairs Division's objectives are in alignment with the Commission's mission, vision, values, and goals. The Deputy Director of Legislative and Regulatory Affairs acts as the primary legislative and regulatory advisor to the Commissioners and Director on the political implications of policy and program proposed changes.

Typical Tasks:

Plans, organizes, and directs the activities and staff of the CGCC's Legislative and Regulatory Affairs Division which includes tracking and evaluating legislation, preparing bill analyses, developing recommended bill positions, and coordinating all legislation concerning the CGCC and matters related to the Section's overall operation; identifying, researching, analyzing, and preparing proposed legislation concerning departmental and administrative matters for submission to the Governor's Office; negotiating with Legislators, their staff, and other stakeholder groups on legislation that impacts the CGCC; identifying chaptered legislation that impacts the CGCC; and identifies strategies for legislative and regulatory proposals.

Advises the Commissioners, Director and the Executive Staff on legislative and regulatory matters impacting the programs of the CGCC. Serves as liaison to the Legislature, control agencies, the Governor's Office and stakeholder groups regarding legislative and regulatory matters that impact the CGCC programs and its budget. Responsible for representing the CGCC before legislative policy, budget, and fiscal committees, when appropriate, and preparing Commissioners for confirmation hearings before the Senate Rules Committee. Responds to inquiries from the Legislature, their constituents and stakeholder groups. Tracks the due date(s) of, prepares, reviews, and transmits mandated reports due to the Legislature. Ensures the timely submission of the CGCC's legislative assignments while ensuring compliance with all administration rules

and requirements. Ensures the timely submission of the CGCC's regulatory priorities while ensuring compliance with all Administrative Procedure Act and Office of Administrative Law rules and requirements.

Provides advice and assistance to the Operations Services Division in the coordination of the development and presentation of the Governor's Budget for the CGCC with the Department of Finance, the Legislative Analyst's Office, and the Legislature. Assists in the preparation of fiscal impacts for proposed legislation and responses and testimony during the budget hearing process. Tracks policy trends and initiative issues. Solidifies support for the CGCC programs by collaborating with local government, tribal government, other state agencies, and stakeholder groups.

Works collaboratively with the Commissioners, Executive Director, Executive Staff, and line staff on projects and continuous improvement activities; attends and/or presents during special meetings or trainings held by the Commission, its committees, Bureau of Gambling Control, or industry; assists in coordinating and responding to requests from the media, Legislature, and public, as appropriate; and completes special projects as directed by the Executive Director.

Deputy Director
Legislative and Regulatory Affairs Division

Date

Executive Director

Date