

PROPOSED

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 1/16/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Staff Services Manager II		E. POSITION WORKING TITLE MMBI Legislative Manager
F. CURRENT POSITION NUMBER 695-952-4801-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Governmental Affairs/ Legislation/ HQ/ West Sacramento		I. SUPERVISOR NAME AND CLASSIFICATION Edmond Cheung, Deputy Director
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/ 8:00AM-5:00PM/ DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Deputy Director of Legislation for the California Department of Technology (CDT), the Staff Services Manager II (SSM II) Specialist functions as the Middle-Mile Broadband Initiative (MMBI) Legislative Manager who is responsible for the daily development and management of legislation relating to the CDT's MMBI. The MMBI Legislative Manager works closely with the Deputy Director for Legislation, Deputy Director for the MMBI, and CDT Executive Team and divisions on legislative analysis, research, inquiries, planning, tracking, and organizing MMBI related efforts. The MMBI Legislative Manager attends department meetings with internal and external stakeholders including staff of the Governor's Office, other executive and statutory entities, legislative members and staff, and stakeholders.</p>
% of time performing duties 40%	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%)</p> <p>Legislative Broadband Policy Advisory and Operations: Serve as a subject matter expert (SME) for all matters relating to MMBI.</p> <p>Act as a SME in management meetings to provide information on the Department's legislative program relating to MMBI-based legislation and programs.</p> <p>Serve as the MMBI liaison for the Department with the Government Operations Agency, the Department of Finance, and other agencies/departments.</p> <p>Independently handle the workload and assignments for MMBI.</p> <p>Ensure the weekly MMBI legislative report is submitted to the Deputy Director of Legislation.</p> <p>Advise the Deputy Director of Legislation, Department Director, and Executive Staff on the political feasibility, risks, and strategy related to the departments' program area proposals.</p> <p>Draft and oversee the review and final editing of issue papers, fact sheets, and legislative correspondence and recommend specific action or inaction.</p> <p>Act as a SME for the development of new legislation related to MMBI policies, procedures and programs.</p>

Advise the Department Director, Deputy Director of Legislation, and Deputy Director of MMBI on political implications of adopting positions and make alternative recommendations as appropriate in relation to the Department's MMBI based programs.

Act as a liaison for the CDT with the Governor's Office, Department of Finance, the Middle-Mile Advisory Committee, the California Broadband Council and its task forces or additional work groups, broadband outreach groups and affiliates, members of the Legislature and committee staff, and various organizations/advocacy groups.

Prepare and deliver presentations on MMBI legislative issues when requested.

30%

Legislative and External Affairs Broadband Staffing and Coordination:

Ensure the coordination of briefings, legislative testimonies, meet-and-greets, and delivery of updates to elected and appointed officials is accurate, on time, and supports the vision and mission of the department and MMBI programs.

Develop and maintain relationships with legislators, legislative staff, other government entities, constituent groups, and others as a legislative representative of the department.

Ensure responses to inquiries by legislative staff, committee staff, and other state agencies are responded to appropriately.

20%

Represent MMBI at meetings with individual legislators, legislative staff, and representatives of various advocacy groups.

Broadband Legislation:

Responsible for managing MMBI-related proposals through the legislative process, including representing the Department in negotiations and ensuring that key goals and objectives are reflected in the final product.

Provide legislative background and intent to ensure relevant content, accuracy, and compliance for effective implementation.

Collaborate with staff on an ongoing basis to identify updates and provide input and/or advice on revisions; participate in executive staff meetings to keep senior management staff apprised of policy issue status.

Review MMBI bill analyses and Enrolled Bill Reports prepared by the Department for accuracy, thoroughness, and consistency with Administration policy before submission to the Government Operations Agency and the Governor's Office. Resolve any issues before submission.

Provide instructions and revisions to ensure MMBI-related legislative reports meet the expected standards of the Agency Secretary and Governor's Office.

Monitor and coordinate policy area analyses of state legislation amongst Agency departments and ensure the timely submission of analyses to the Secretary of the Government Operations Agency.

Perform additional research and rewrite analyses as needed.

Prepare, track, and negotiate amendments to MMBI bills and/or resolutions to issues.

Advise the Department Director, Deputy Director of Legislation on political implications of adopting positions and make alternative recommendations as appropriate.

10%

Prepare written and oral status reports on legislation of interest. Advise department management regarding MMBI legislative perspectives, processes, protocols, strategies, and tactics.

Broadband Event Coordination:

Plan and coordinate MMBI legislative district visits for Department leadership.

Coordinate invitations and attendance of public officials for broadband events (Groundbreakings, Ribbon Cuttings, Signings, etc.).

Attend and provide staff support for MMBI meetings with external stakeholders of the Middle-Mile Advisory Committee, and the California Broadband Council.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%)

Work Environment Requirements

- Must be able to work under pressure within tight timeframes and remain calm under pressure.
- Must be willing to travel to various locations and Tribal communities within the Sacramento area.
- May be required to work outside of normal business hours.
- May be required to carry a mobile computing device (e.g., cell phone, laptop).

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The SSM II (Specialist) receives general direction from the Deputy Director of Legislation.

Actions and Consequences:

The SSM II (Specialist) must maintain a high level of professionalism and must be able to successfully communicate with individuals from the public, high ranking tribal leaders, private sector, and various staff within State government and the Legislature. The incumbent must have the ability to establish priorities and accurately assess problems and possible resolutions, learn quickly, possess excellent organizational and communication skills, and display a high degree of diplomacy and tact. Failure to demonstrate proper judgment, tact, and poise may result in costly mistakes and embarrassment to the department.

Personal Contacts:

The SSM II (Specialist) has daily contact with headquarters staff, including the department Director, the Chief Deputy Director, Deputy Directors, and other government personnel. The SSM II (Specialist) also interacts with the public, tribal communities, private sector, and various levels within State government, including control agencies, agency secretaries, department directors, the Legislature, legislative staff, the Department of Finance, and the Governor's Office.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

Functions as a nonsupervisory SME.

Other Information

Desirable Qualifications: (List in order of importance.)

- Extensive experience with legislation.
- Established track record in leading major initiatives and managing statewide or community-based programs to achieve documented quantified outcomes and results.
- Experience in working with elected officials and public agencies to engage participation and foster collaborative partnerships.

- Experience with broadband programs.
- Confidence as a self-directed manager and willingness to perform self-supporting functions.
- Ability to articulate a strategic pathway to achieving results.
- Documented experience in developing and leading implementation of detailed work plans.
- Respected reputation for working collaboratively with stakeholders and colleagues.
- Recognized competence in supporting and managing boards.
- Demonstrated ability to write well and speak confidently in public.
- Experience in facilitating communications in-language and in-culture to priority populations.
- Demonstrated success in strategic planning.
- Ability to accept multiple assignments and meet critical deadlines.
- Willingness to travel.
- Proficiency with Microsoft programs including MS Excel, MS PowerPoint, MS Teams.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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Instructions

Copies and Distribution	<ul style="list-style-type: none"> • <u>Current and Proposed Duty Statements</u>: Submit with Request for Personnel Action (RPA) package. • <u>Approved Duty Statement</u>: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. • <u>Signed Copies</u>: Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources. 						
Section A: Position Profile	Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent's name is known, complete section C.						
Section B: Position Functions & Duties	Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).						
Information Technology Domains	Select all domains applicable to the incumbent's duties/tasks.						
Organizational Setting and Major Functions	Provide a <u>brief</u> description of the position's reporting relationship, primary role, and purpose.						
Essential Functions	<p>Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%.</p> <p>Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to:</p> <ul style="list-style-type: none"> • The position exists to perform the function. • There are a limited number of other employees available to perform the function, or among whom the function can be distributed. • The function is highly specialized; the person is hired for special expertise or ability to perform the function. • Removal of the function would fundamentally alter the job. <p>To write essential functions for the position:</p> <ul style="list-style-type: none"> • Identify the major functions of the job. Most positions have five to seven major functions. • Identify the specific tasks associated with each major function (include end products). • Identify the level of work and why the work is done. <p>The below is an example of how to write an essential function and the associated task statements:</p> <p>ESSENTIAL FUNCTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px; vertical-align: top;">45%</td> <td style="padding: 5px;"> Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <u>Associated Tasks Statements</u> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. </td> </tr> </table>	45%	Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills.	<u>Associated Tasks Statements</u>		<ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. 	
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Marginal Functions	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.						
Work Environment Requirements	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. NOTE: Specify in this section if a fingerprint background check is required.						
Allocation Factors	<ul style="list-style-type: none"> • <u>Supervision Received</u>: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. • <u>Actions and Consequences</u>: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. • <u>Personal Contacts</u>: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. • <u>Administrative and Supervisory Responsibilities</u>: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position. • <u>Supervision Exercised</u>: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature. 						
Other Information	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. <ul style="list-style-type: none"> • <u>Desirable Qualifications</u>: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB). 						