

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27927	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Legislative Affairs	REPORTING LOCATION 2750 Gateway Oaks Dr, Suite 300 Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) M-F / 8:00 am - 5:00 pm	POSITION NUMBER 352-310-4800-002	CBID E48
CLASS TITLE Staff Services Manager I (Specialist)	WORKING TITLE Legislative & Governmental Affairs Mgr- Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.

POSITION CONCEPT

Under the general direction of the Chief Deputy Director (CDD), the Staff Services Manager (SSM) I Specialist in CAC's Legislative Affairs Unit serves as a non-supervisory staff member to the CAC Director, executive management team, and other supervisors on legislative and governmental affairs. The SSM I Specialist has primary responsibility for the agency functions associated with the state legislative process, including but not limited to bill analysis, legislation tracking, arts-related committee work / budget hearings, agency related advocacy, trailer bill language, budget change proposals, etc.

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
35%	<p>Reports, Analyses, and Representation</p> <ul style="list-style-type: none"> • Supports the CAC Executive Leadership team as the liaison with the Legislature, Department of Finance (DOF), constituent groups, committee staff and the Governor's Office; • Conducts research on new and amended legislation, and provides analysis and guidance to CAC Executive Director (ED) and Chief Deputy Director (CDD) for potential benefits or negative effects on CAC and associated programs;

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PERCENTAGE	DESCRIPTION
	<ul style="list-style-type: none"> • Represent CAC at legislative committee and budget hearings, meetings with individual legislators, legislative staff, and representatives of various advocacy groups; • Respond to inquiries related to proposed and/or enacted legislation; • Develop and manage legislative calendar, CAC-related bill tracker, and other system trackers as appropriate including assignments received from the Legislature and/or the Governor's Office; • Coordinate and review all bill analyses and Enrolled Bill Reports (EBRs) prepared by CAC executive leadership and managers for accuracy, thoroughness and consistency with CAC policy. This shall include providing instruction to executive leadership and managers for revisions, perform additional research and rewrites of analyses & reports as needed, and train CAC staff on bill analysis preparation and legislative and budget process. • Prepares reports and presentations for Council members on Legislation and policy affecting agency functions; as well as customized reports to assist Council members as they report the agency impact in local legislative districts; and, • Staff CAC Council committee(s) as assigned.
30%	<p>Strategic Partnerships, External Communications, & Outreach</p> <ul style="list-style-type: none"> • Supports the CAC Executive Leadership team with the development and management of an annual plan and strategy for strengthening relationships with Legislators, and their staff as well as the staff of the Legislative Analyst's Office (LAO), DOF and other relevant agencies to foster their understanding of and support for CAC; • Coordinates and manages relationships and network of contacts with both internal and external committees, policymakers, legislative staff, advocacy groups, and other key organizations when necessary to advance the CAC mission and mutual interests; • In partnership with the CAC Director of Public Affairs, develops charts and fact sheets for inclusion in briefing materials, press releases, newsletters and other mediums used by Council members; • Manages communications with legislators pertaining to all CAC programs and special initiatives including but not limited to the Arts in California Parks, CAC Poetry Out Loud (POL), State-Designated Cultural Districts, Poet Laureate, Youth Poet Laureate, Arts in Corrections, The Arts License Plate, Keep Arts In Schools Fund, etc.; • Coordinates visibility of CAC programs and special initiatives to legislators, and inclusion in POL activities held at the Capitol; • Assists the scheduling and activities of CAC programs and special initiatives held at the Capitol; and, • Provides expert guidance to CAC Council members on appropriate and beneficial communications with legislators and the Governor's Office.
25%	<p>CAC Programs (including special projects & initiatives) and Technical Assistance</p> <ul style="list-style-type: none"> • Collaborates and advises CAC Executive Leadership and Programs' Team with program development, policy and guidelines pursuant to authorizing legislation; • Under the direction of the CDD, and in collaboration with the Director of Programs, the SSM I Specialist may function as a team lead overseeing alignment with CAC authorizing legislation and may assign or redirect work to other staff members to meet statutory needs; • Supports CAC Council committee (s), as appropriate, with CAC Programs to ensure alignment with

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	CAC authorizing legislation; and, <ul style="list-style-type: none"> • Collaborates with and advises CAC staff to educate and cross-train on program specific legislation, and conducts reviews of and feedback on program processes to ensure alignment with CAC authorizing legislation;
5%	Participates in agency activities to advance racial equity in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as required in alignment with the Staff Services Manager I Specialist classification specification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework up to three days a week in accordance with DGS's Telework Policy and will be required to report to the office located at 2750 Gateway Oaks, Suite 300 Sacramento, CA 95833 as needed/required. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require 5-10% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

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