

LEGISLATIVE LIAISON II

DEFINITION

A Legislative Liaison II assists the Chief of Legislative Affairs and Government Relations with the development and pursuit of sponsored legislation and assist with building coalitions to gain approval for District advocacy priorities and liaises with various governmental agencies.

TYPICAL DUTIES

- Assists in implementing the District's public affairs strategies to address inquiries made by elected and governmental officials.
- Assists in developing and pursuing sponsored legislation and building coalitions of support.
- Conducts research regarding the history of legislation or policy proposals, relationships with applicable statutes, and the effect of proposed legislation and policy proposals and existing law on District policies, programs and funding, and writes reports and presents findings to the Chief of Legislative Affairs and Governmental Relations.
- Assists in the development and implementation of proposed legislation affecting the District, including timely dissemination of information related to new laws to support its implementation.
- Assists with the analysis and monitors progress of proposed legislation, regulations, and local, State, or federal issues to determine the impact on the District's policies and priorities.
- Consults with District personnel, public agencies, and private firms regarding specific legislation or policy proposals and contacts legislative or governmental offices for inquiries or to raise concerns, as appropriate.
- Monitors and supports projects and advocacy activities.
- Represents the District or the Office of Government Relations at educational organizations and parent, community, and governmental meetings and events.
- Attends meetings of governmental agencies and legislative bodies, District personnel, and external groups to monitor discussions and provide information on the effects of proposed policies and the District's position on such actions; and reports on governmental bodies' discussions and decisions of interest to the District.
- Maintains relationships with elected officials, governmental agencies and their staff.
- Makes oral presentations to disseminate information regarding legislative initiatives affecting the District.
- Prepares correspondence to legislators and public officials, and prepares talking points, briefing sheets, presentations, and policy analyses of resolutions of the Board of Education and other policy proposals.
- Assistant with the development of the District's social media advocacy campaigns and messaging.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Liaison II supports the development and pursuit of sponsored legislation and assists with building coalitions to gain approval for District advocacy priorities and liaises with various governmental agencies.

The Chief of Legislative Affairs and Governmental Relations is responsible for the overall administration of the activities of the legislative function of the District.

A Legislative Liaison I compiles information, conducts analysis and writes reports, liaises with various government agency representatives, and attends meetings to provide information and report on proceedings concerning legislation and policy proposals.

SUPERVISION

General direction is received from the Chief of Legislative Affairs and Governmental Relations. Supervision may be exercised over lower-level staff on individual projects.

CLASS QUALIFICATIONS

Knowledge of:

- Processes and protocols of municipalities and agencies
- Provisions of the State Education Code and the Board of Education and Personnel Commission rules, regulations, processes, procedures, and policies that determine District policies and practices
- Proposed, pending or existing local, county, state, and federal legislation on designated subjects pertinent to the District's instructional programs, policies or administration
- District policies, procedures, programs, objectives, and organizational structure

Ability to:

- Make appropriate recommendations regarding legislative issues and the impact on the District's policies and priorities.
- Establish and maintain effective relationships with District personnel, elected officials, their staff and community organizations
- Represent the Chief of Legislative Affairs and Government Relations regarding complex and sensitive legislative issues in meeting with senior management, representatives from other agencies, consultants, and members of the community
- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Support, and explain recommendations and decisions and act judiciously under pressure
- Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District
- Prepare clear, concise, and accurate written and oral reports
- Coordinate meetings and lead group discussions
- Exercise initiative and good judgment
- Monitor government activities at the city, county, State, or federal level
- Allocate time effectively among competing demands by identifying high-priority issues
- Make sound decisions and work under pressure in meetings and deadlines.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in political science, law, education, business or public administration, or a related field. A graduate degree in one of these fields is highly preferable.

Experience:

Three years of experience in government affairs, public relations, or advocacy work analyzing legislative and policy proposals, or coordinating advocacy events and/or campaigns.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised and retitled
11-07-24
RGK/LKD