

LEGISLATIVE LIAISON I

DEFINITION

Compiles and analyzes information and writes reports and other materials regarding proposed legislation and regulations, liaises with governmental agencies, and reports on proceedings at meetings concerning legislative and related matters.

TYPICAL DUTIES

Conducts research regarding the history of legislation or policy proposals, relationships with applicable statutes and District programs, and the effect of proposed legislation and policy proposals and existing law on District policies, programs, and funding.

Assists in the development and implementation of proposed legislation affecting the District, including timely compilation, analysis, and dissemination of information related to new laws to support its implementation.

Develops and maintains contacts with representatives of governmental agencies.

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.

Attends meetings of governmental agencies and legislative bodies, District personnel, and other groups to monitor activities and provide information on the effects of proposed policies and the District's position on such actions; answers questions about school programs; discusses legislative processes and District relationships with governmental bodies; and reports on governmental bodies' discussions, and decisions of interest to the District.

Prepares correspondence to legislators and public officials and prepares talking points and briefing sheets, presentations, and policy analyses of resolutions of the Board of Education and senior staff.

Assists with the analysis and monitors progress of proposed legislation, on local, State or federal issues to determine the impact on the District's policies and priorities.

Assists with the development of the District's social media advocacy campaigns and messaging.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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 II supports the development and pursuit of sponsored legislation and assists with building coalitions to gain approval for District advocacy priorities.

SUPERVISION

General supervision is received from the Chief of Legislative Affairs and Governmental Relations. May receive supervision or work direction from the Legislative Liaison II. Supervision may be exercised over clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Current problems, developments, and trends in public education, local government, and nonprofit organizations
Processes and protocols of municipalities and agencies
State legislature, federal, and local legislative processes and procedures
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
District policies, procedures, programs, objectives, and organizational structure
Microsoft Word, Excel, and PowerPoint
English usage, grammar, punctuation, spelling, and vocabulary

Ability to:

Compile, analyze, interpret, and extrapolate information and numerical data to make recommendations on District's advocacy priorities and the impact of policy proposals on the District's programs, operations, and students
Establish and maintain effective relationships with District personnel, elected officials, their staff and community organizations
Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District
Exercise initiative and good judgment
Summarize and report the content of proposed legislation as it impacts the District
Allocate time effectively among competing demands by identifying high-priority issues
Make sound decisions and work under pressure in meeting deadlines
Understand structure of legislation and related materials

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in political science, public administration, education, or a related field. Additional qualifying experience may substitute for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two 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 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