

CLASS TITLE: LEGISLATIVE LIAISON OFFICER

Class Code: 02501500
Pay Grade: 31A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve in a highly responsible professional capacity in the performance of legislative liaison functions for a department or agency in order to insure that departmental decisions and policies are compatible with federal and state statutes and directives; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the use of independent judgement; work is reviewed through conferences and reports.

SUPERVISION EXERCISED: May supervise and review the work of a staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a highly responsible professional capacity in the performance of legislative liaison functions for a department or agency in order to insure that departmental decisions and policies are compatible with federal and state statutes and directives.

To monitor all state and federal legislation, either proposed or enacted, affecting directly or indirectly a department and its programs.

To analyze and interpret legislation and to prepare and present reports detailing the projected impact of such legislation on a department and its programs.

To review and evaluate departmental programs and policies in regards to legislation and to propose legislative changes.

To research, develop and draft required changes in legislation.

To prepare and present position documents on proposed legislation to executive and legislative committees.

To represent the department to individuals and organizations in the community with an interest in departmental policies which are affected by legislation and directives.

To keep departmental staff members apprised of the effects of legislation on the various programs of the department.

To serve as a liaison with elected officials on matters concerning a department's programs.

To develop, maintain and supervise departmental processes for providing accurate responses to requests for information from elected officials.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the legislative process and the ability to analyze, interpret, research, write and explain federal and state legislation and directives affecting a department or agency and its programs; a thorough knowledge of a department's/agency's programs, objectives, techniques and procedures and the ability to evaluate the effect of legislation on these programs; the ability to prepare reports and position documents on proposed and enacted legislation; the ability to represent the department to elected officials, legislative committees and concerned organizations and individuals within the community; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree with a specialization in Business Administration , Public Administration or a closely related field; and
Experience: Such as may have been gained through: considerable employment in a responsible position in the legislative process, governmental communications systems, public administration or a related area.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 2, 1978

Class Revised: October 31, 2004