



## California State Association of Counties

1100 K Street Suite 101

Sacramento, California 95814

916.327.7500

916.441.5507 – facsimile

### Position Description LEGISLATIVE REPRESENTATIVE

#### **Job Description**

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The Legislative Representative is responsible for advocating on behalf of member interests before the State Legislature, Congress and administrative agencies. Responsibilities include: leading various committees in the development of policy; making policy recommendations; determining the appropriate resources to apply to a particular piece of legislation; and, managing contacts and relationships in assigned policy area.

#### **Job Duties**

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- Understands the political environment and has the ability to make strategic decisions to influence advocacy outcomes.
- Reviews and analyzes bills to gauge impact on counties; develops strategy for advocacy efforts; talks to sponsors, legislative staff, and Executive Branch staff, and other interested/affected entities; lobbies legislators and staff, testifies at legislative and administrative hearings and writes letters in support or opposition of bills.
- Supervises staff to include: prioritize and assign work; conduct performance evaluations; ensure staff is trained; ensure that employees follow policies and procedures; maintain a healthy and safe working environment; and, make hiring, termination, and disciplinary recommendations.
- Reviews materials in subject matter area and broader legislative environment such as reports, news articles, etc. to be in an expert position to recommend policy to CSAC leadership; attends county caucus meetings to share information; and, monitors legislative hearings to maintain awareness of the political environment.
- Responds to inquiries; drafts mailings and presentations given to members; prepares and attends conferences and meetings.
- Plans meetings.

#### **Distinguishing Characteristics**

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This class is distinguished from the Senior Legislative Representative class in that incumbents do not have the breadth

of experience in advocacy, extensive knowledge across policy areas and political awareness.

### **Knowledge Required**

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- Legislative and budget issues;
- Prioritizing and assigning work;
- State, federal, and local laws and regulations regarding lobbying efforts;
- Legislative procedures and practices; and,
- Supervisory principles and practices.

### **Skills Required**

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- Strong written and verbal communication, including ability to speak without notes and respond under questioning;
- Supervision;
- Assessing complex policy issues and providing briefings and recommendations;
- Assessing and evaluating political situations and how they impact the legislative and budget issues;
- Creative problem solving;
- Interpersonal skills, including relationship and coalition building;
- Translating complicated federal and state statute into everyday language;
- Multi-tasking; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

### **Physical Requirements**

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Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Minimum Qualifications**

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Bachelor's Degree in political science, public administration, or a related field and eight years experience working with the state legislature; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.