



LEGISLATIVE OFFICER

FC: PAF 000011
PB: 08
FLSA: Exempt

PC: 890
BU: 95(NR)
Created: July 19, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. (pt.10)*

DEFINITION

Under general administrative direction the Legislative Officer provides advanced level representation of and advocacy for all state and federal legislation and policies that impact the District.

CLASS CHARACTERISTICS

This single position classification is responsible for matters relating to legislation and policies which impact the District; develops legislative policies, evaluates transit related legislation; coordinates with District Board Members and Executive Managers to develop policy and funding goals; conveys the District's policy and funding goals to state and federal legislators. The incumbent may also be responsible for overseeing the work of external consultants and contractors and assisting higher-level management staff in planning and evaluating the quality and quantity of work performed by subordinate staff.

REPORTS TO

This position reports to the Department Manager, Government and Community Relations.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Develops legislative policy agendas in accordance with the directives of the General Manager and the Board of Directors, including directing formulation of new and revised legislative proposals; implement agendas as appropriate.
2. Develops research data and analyses of proposed, pending, or existing local, county, state, and federal legislative measures that could affect the District's programs and funding; evaluates complex legislative problems and proposed legislation, recommends legislative and policy solutions.

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3. Responds to specific and changing state and federal legislative matters that directly impact the District's funding and policies; direct legislative efforts and manage the work of legislative advocates in Washington D.C. and Sacramento.
4. Participates as the District's representative for California Transit Association (CTA), transportation associations and commissions, other legislative bodies and community affairs events.
5. Provides regular reports to the General Manager and Board on pending legislative developments, and makes recommendations for action or response.
6. Coordinates legislative strategies with other interested parties and advocacy groups; obtains authors for the measures; may present information in support of the bills and provide testimony as needed.
7. Conducts research in an effort to formulate the District's positions on relevant legislation from responses solicited from District personnel; coordinates District activities in relation to legislative proposals and measures.
8. Formulates written communications to elected officials; may present testimony before the various local and state committees and before other agencies and bodies regarding the District's position on policy initiatives and legislative proposals.
9. Participates in the preparation and administration of the department or division program budget.
10. Networks with contacts in Sacramento and Washington D.C. to build support for the District's legislative goals.

QUALIFICATIONS

Knowledge of:

Advanced knowledge of services and activities of a government and community relations program.

Principles of capital funding advocacy.

Outreach programs that build support from third party advocates.

Principles and practices of legislative program development.

Principles of lead supervision and training.

Principles and practices of legislative lobbying and advocacy programs.

Advanced knowledge of policies and procedures of government agencies and legislative bodies.

Transit funding programs and processes.

Advanced methods and techniques of legislative analysis.

Current office procedures, methods and equipment including computers.
Principles of business letter writing and report preparation.
Principles and procedures of financial record keeping and reporting.
Advanced methods and techniques of public relations.
Related Federal, State and local codes, laws and regulations.

Skill in:

Maintaining personal contacts with key officials or representatives of organizations.
Coordinating the work of advocacy committees.
Independently performing the most difficult and complex legislative work
Interpreting, explaining and enforcing department policies and procedures.
Drafting and analyzing legislative proposals.
Working independently in the absence of supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Evaluating and analyzing effectiveness of programs and activities.
Operating office equipment including personal computers and an ability to develop power point presentations.
Overseeing the work of consultant staff.
Simultaneously directing and managing competing demands, project assignments and responsibilities on a daily basis.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, political science or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional state or federal legislative experience or government relations program development and implementation experience.

Other Requirements:

Must possess a valid California Driver's License, have a satisfactory driving record and reliable transportation.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

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Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions. This position requires travel to Sacramento, Washington D.C. and other locations to serve as the legislative advocate for the District.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No

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