

DUTY STATEMENT

GS 907T (REV. 05/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA 11920-LEG

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Executive Office	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Office of Legislative Affairs	3. CLASS TITLE Staff Services Manager I (Specialist)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 Third Street, West Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy Director and Staff Services Manager II (SSM II), Office of Legislative Affairs, the incumbent prepares bill analyses and Enrolled Bill Reports, represents the views of DGS and the Administration before the Legislature, responds to legislative inquiries, advises senior staff, and reviews legislative reports.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p><i>The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "deliver results by providing timely, cost-effective services and products that support our customers, while protecting the interests of the State of California." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</i></p> <p><i>This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</i></p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to develop bill analyses and Enrolled Bill Reports on legislation affecting DGS or assigned to DGS for review:</p> <ul style="list-style-type: none"> Independently conducts extensive research on existing law, legislative and program history, support and opposition, and other relevant background, obtaining, evaluating, and synthesizing information from written/online information sources, the author's office, sponsor, committee consultants, DGS program staff, state agencies, and other interested parties. Analyzes the legal, policy, operational, and fiscal implications of legislation, both independently and in collaboration with subject-matter experts in DGS programs. Writes completed bill analyses and Enrolled Bill Reports that clearly and effectively explain the relevant issues and make recommendations to the Governor's Office. Drafts proposed amendments as necessary.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Matt Bender, SSM II	SUPERVISOR'S SIGNATURE	DATE
---	-------------------------------	-------------

12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

DUTY STATEMENT

GS 907T (REV. 1/98)

RPA 11920-LEG

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<p>In order to represent the views and interests of DGS and the Administration before the Legislature, in accordance with Administration protocol and guidance:</p> <ul style="list-style-type: none"> • Communicates DGS' views, concerns, and technical comments on bills and legislative proposals to legislators, their staff, and other interested parties. • Independently negotiates amendments to pending legislation with legislative staff, bill sponsors, and other interested parties to address DGS' concerns. • Utilizing knowledge of legislative dynamics and the legislative process, guides DGS-sponsored legislation through the Legislature. • Lobbies on behalf of DGS' approved positions on bills, including DGS-sponsored legislation. • Provides expert testimony before legislative committees, as authorized.
15%	<p>In order to enable the Director, Executive Staff, and program staff to make informed decisions on policy, operational, and legislative issues, provides expert consultative services by:</p> <ul style="list-style-type: none"> • Recommending specific issues, actions, and strategies to top management based on a synthesis of research and analytical findings, policy considerations, and knowledge of legislative dynamics and the legislative process. • Identifying policy and operational issues of potential legislative concern, consulting and advising relevant decision makers, and providing specific recommendations as appropriate.
15%	<p>In order to respond to inquiries from legislators, their staff, and committee consultants and provide excellent customer service to the Legislature:</p> <ul style="list-style-type: none"> • Researches and responds to inquiries on a broad range of policy, operational, fiscal, and constituent issues, often on short deadlines. • Interprets and clarifies questions to correctly identify the problem and provide timely response • Responds with timely, accurate information in a way that promotes DGS' credibility. • Provides a level of background, explanation, and detail appropriate to the requester and his/her inquiry.
5%	<p>In order to ensure the quality of DGS' legislative proposals, reports, and correspondence:</p> <ul style="list-style-type: none"> • Researches, writes, and edits legislative proposals for review by DGS management and the Administration. • Reviews and edits draft reports to the Legislature so that they are ready for approval by DGS management or the Governor's Office, as applicable. • Researches, drafts, and edits official correspondence to the Legislature in support of DGS' approved positions on bills, to fulfill reporting requirements, and in response to inquiries requiring a response from the Director or other Executive Staff.
5%	<p>In order to provide immediate quality customer service to the Governor's Office, Government Operations Agency, Legislature, DGS management, and Department of Finance:</p> <ul style="list-style-type: none"> • Responds promptly to inquiries and assignments, often on short notice, including calls and emails received at night and on weekends.
5%	<p>MARGINAL FUNCTIONS</p> <p>Performs analytical duties on projects as may be assigned, including special projects for the Director, other DGS executives, and members of the DGS Management Team.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES (continued)</p> <p>Knowledge of:</p> <p>Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level.</p>

DUTY STATEMENT

GS 907T (REV. 1/98)

RPA 11920-LEG

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Understanding of the legislative process and experience working with the Legislature. • Experience performing complex work related to the analysis of laws, regulations, policies, and/or proposed legislation. • Expertise in one or more of the following fields: real estate management, procurement, contracting, fleet management, administrative adjudication, public school construction finance, building standards, architecture, and the construction of public buildings. • Strong writing skills, including the ability to write persuasively. <p>SPECIAL PERSONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, including in situations involving disagreement or conflict. • Work cooperatively with other members of a team. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently. • Consistently demonstrate sound judgment, diplomacy, and ability to properly handle sensitive and confidential assignments and information. • Show accuracy, diligence, and resourcefulness in obtaining needed information. • Show independence, initiative, and consistent follow-through in carrying out assigned responsibilities. • Regular use of the Internet and Microsoft Word, Excel, and Outlook. • Appropriate attire for professional office environment.