

LEGISLATIVE COORDINATOR

DESCRIPTION: Under administrative direction, is responsible to coordinate the drafting, submission, and monitoring of legislation both within the agency and external bodies such as the Governor's Policy Research Office. Provides political analysis and strategies for communicating the agency position to external parties; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates and/ or assists in the development, review, and submission of legislative concept papers to the Governor's Policy Research Office.

Confers with the Governor's Office and Governor's Policy Research Office to answer questions and provide additional information on proposed legislation or other legislative concept papers. Coordinates technical information requests from legislative staff with appropriate agency program personnel.

Confers with agency administrative and other program officials to develop strategies to communicate agency positions to appropriate parties.

Coordinates and organizes informal meetings with senators and legislative staff regarding agency initiatives and program activities. Obtains sponsors for proposed legislation.

Drafts and/or provides technical assistance to draft legislation, amendments, and testimony.

Researches past legislative bills and current state statutes to determine relationship to current or proposed legislation that would impact on the agency.

Maintains accurate information on the current status of each bill and notifies agency administrative and/or program officials when action or attention is required.

Coordinates a legislative tracking system

Coordinates special projects with the Legislature and/or Governor's Policy Research Office that may result in legislation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency programs, structure, goals, and planning processes; the structure, functional relationships and administrative processes of the executive and legislative branches of State Government; the scope and impact of the operations of assigned program regulations and their relationship to other program regulations within the agency; techniques, formats, and styles of communications, information dissemination, and public relations.

K09800 – LEGISLATIVE COORDINATOR

Ability to: assess impact and effectiveness of legislation, interpret and explain laws, policies and procedures, and regulations affecting the agency; develop effective strategies to reflect agency initiatives and programs; understand the legislative process; monitor bills; and effectively intervene, and work with diversity.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the legislative process; interrelationship of various statutes; principles of administrations such as planning, organization, evaluation, analysis, evaluation, communication theory, and techniques of public relations.

Ability to: effectively present positions and initiatives to third parties; develop strategies; research and interpret and apply federal/state policies/procedures; develop and implement policies and procedures; effectively communicate orally and in writing; facilitate consensus building and conflict resolution; and organize multiple priorities.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following course work/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required entry knowledge and abilities. A general qualification guideline would be post high school coursework or training in public relations/public affairs, communications, political science, or public administration and experience in policy development and implementation or assisting in drafting bills, researching statutes, and revision of rules/regulations.