

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Legislative and Policy Advisor (Exempt)		POSITION NUMBER 530-001-6162-391	MCR None	RPA # DSC 15-014
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Stewardship Council / Executive Office	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> E99 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU:				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jessica R. Pearson	SUPERVISOR'S CLASSIFICATION Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under general direction of the Executive Officer, the Legislative and Policy Advisor manages the legislative program and provides policy advice in support of Delta Stewardship Council (Council) activities.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
30% (E)	Manages the legislative program and provides policy advice to the Executive Officer. Serves as a liaison between the Council and the Legislature and Congress. Responds, on behalf of the Council, to inquiries from State and Federal legislators and legislative staff regarding the Council and its activities. Represents the Council before legislative committees. Monitors, reviews and coordinates comments on proposed state or federal governance legislation. Summarizes and prepares reports on legislation. Assists in the tracking of and support for the Council's annual budget requests. Makes monthly presentations on legislation and related topics to the Council. Conducts analytical research; produces legislative bill analyses and summaries. Develops legislative proposals for consideration in the California State Legislature and in Congress. Makes recommendations to the Council and Executive Officer concerning legislative initiatives. Negotiates changes in policy positions on legislation, and refers proposed legislation to management as required.			
30% (E)	Identifies key policy issues impacting Council decision-making. Assists the Executive Officer in the forming of policies related to implementation of Council actions. Reviews associated laws, regulations, scientific information, etc., and prepares comprehensive policy issue analyses, alternatives and recommended actions for the Council. Coordinates policy and program development with State and Federal partner agencies, and makes recommendations to the Legislature concerning programmatic and legislative initiatives. Assists the Executive Officer in the preparation of sensitive public policy position statements for release to the media.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jessica R. Pearson		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Legislative and Policy Advisor (Exempt)	POSITION NUMBER 530-001-6162-391	MCR None	RPA # DSC 15-014
APPOINTEE Vacant	DIVISION/SECTION Delta Stewardship Council / Executive Office		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.		
30% (E)	Identifies, cultivates, and maintains legislative and stakeholder support for Council's policies and legislative proposals. Establishes effective working relationships with the highest levels of the state and federal governments and other stakeholders. Participates in outreach and information sharing as part of an effort to garner support for Delta Stewardship Council policies.		
10% (E)	Oversees special policy initiatives to carry out the Council's mission. On behalf of the Executive Officer, works in coordination with Council staff, directs research, report writing, agency and stakeholder consultation, and communications in support of these special initiatives. This position is subject to financial disclosure; incumbent is required to file Statement of Economic Interests (Form 700).		