
Position:	Legislative Analyst/Government Relations	FLSA:	Exempt
Department/Site:	Office of the Superintendent	Salary Grade:	Contracted
Reports to/Evaluated by:	Superintendent	Salary Schedule:	Administrative Management

SUMMARY

Represents and serves as the advocate for the District to State legislators on issues, policies, and laws affecting the interests and welfare of the District; cultivates and maintains ongoing liaison with State legislators representing the District; conducts joint outreach efforts with other government agencies for the benefit of the District; performs related duties as required.

DISTINGUISHING CAREER FEATURES

This is a management level position, which reports to the District Superintendent and serves the District’s best interests through extensive work with local, state, and national governmental agencies; ensures the District has a voice on legislative actions and government matters that have direct impact on the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development and preparation of proposed, pending or existing local, state and federal measures that may affect the District’s instructional programs and other educational initiatives.
- Solicits input from District executive and administrative staff on legislative matters affecting curriculum, finance, and a variety of complex K-12 education issues.
- Provides analyses of proposed legislation to appropriate district staff and assists staff in assessing the potential impact of such legislation.
- Develops recommendations on proposed and existing legislation to support the goals and educational initiatives of the District.
- Assists with the planning and development of strategies for the passage, defeat or amendment of proposed legislation in the interest of the District.
- Communicates with and testifies before the State Senate and Assembly regarding proposed legislation and its effect on the District.
- Meets regularly, and/or as needed with other government officers, staff, and agencies to maintain clear communication with the District.
- Prepares periodic reports and special reports as requested by the Superintendent and Governing Board.

- Prepares letters to legislators stating the District’s position of support, concern or opposition to proposed legislation.
- Keeps appropriate District staff and the Governing Board informed of State Board of Education meetings and agendas as they affect specific District programs and initiatives.
- Attends State Board of Education meetings and reports to District staff on policy decisions and effects on K- 12 districts.
- Maintains an ongoing liaison with State Department of Education staff on the development of proposed legislation or policies that may impact the District.
- Maintains an ongoing communication with the Superintendent, executive and administrative staff regarding impending trends and concerns affecting K-12 education in the state capitol.
- Circulates proposed bills as needed during the legislative session and chaptered bills at the end of the legislative session to executive and administrative staff.
- Attends government hearings and provide local and state government entities with the District’s viewpoint and perspective on K-12 issues.
- Meets regularly with other education lobbyists and educational organizations to discuss and determine areas of common interest and support.
- Supervises and evaluates the work of assigned staff.
- Performs related duties as required.
- Performs such other duties and assumes such other responsibilities as the Superintendent may assign.

QUALIFICATIONS

Minimum Qualifications:

Holds a Master’s Degree and a California Administrative Services Credential or equivalent. Has at least three year’s administrative experience at the school or District level.

Desirable Qualifications:

Earned Doctorate degree