

LEGISLATIVE ADVOCATE

DEFINITION

Assists in the planning, development, and implementation of strategies regarding proposed legislation including advocacy of the District's interests with legislators and other governmental officials.

TYPICAL DUTIES

- Assists in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect the District's instructional programs, administration, or fiscal policies.
- Contributes to the formulation of a District position on proposed legislation based on Board of Education policy and responses solicited from District personnel.
- Assists with the planning, development, and implementation of strategies for the passage, defeat, or amendment of legislation of interest to the District.
- Meets with individual legislators, lobbyists, and representatives from state and federal agencies to present the District's positions and concerns regarding legislative proposals.
- Serves at the direction of the Assistant Superintendent, Office of Legislation, as a district representative to the State Legislature, U.S. Congress, and various agencies.
- Prepares and presents testimony before various state and federal committees and agencies regarding the District's position on various items of legislation.
- Supervises operations of the Sacramento and Los Angeles District legislative offices in Assistant Superintendent's absence.
- Maintains a consistent line of communication with the Superintendent and Board offices.
- Provides materials regarding designated legislative matters to organizational units of the District affected by legislation and assists the units in the solution of educational problems created by legislation.
- Manages a master calendar that tracks hearings, testimony, and other items of importance to the District legislative program.
- Assists in efforts to acquire grants from the state and federal levels of government on behalf of the District.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to state and federal legislators and other governmental officials.

SUPERVISION

Administrative direction is received from the Assistant Superintendent, Legislation. General supervision may be exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The organization, functions, and goals of the District, including its educational programs, fiscal policies, procedures and staff
- The laws and regulations that determine educational policies and practices
- The legislative process at the city, county, state, and federal government levels; including knowledge of the structure, procedures, and rules of city, county, state, and federal legislative bodies, their informal structure, and lines of communication needed to initiate action
- Educational research in the areas of curriculum, teacher preparation, and child growth and development

Ability to:

- Write in a clear and effective manner
- Interpret and recognize the implications of proposed or existing city, county, state or federal legislation relating to the instructional programs, administration, and fiscal policies of the District
- Establish rapport with, obtain cooperation from, and motivate a variety of individuals and groups
- Resolve opposing perspectives from District staff
- Coordinate special studies and conduct research in the field of legislation
- Communicate effectively and persuasively on highly technical and/or sensitive issues
- Work effectively with legislators, government officials, lobbyists, District personnel, community representatives, and students using tact and good judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. An advanced degree in education, political science, or law degree and/or passage of the bar exam is desirable.

Experience:

At least two years of successful full-time service in (a) position(s) requiring knowledge of the legislative process, understanding of laws and regulations, and contact with government officials.

Significant successful service in a position requiring knowledge of educational administration, financing, programs, and services as well as participation in legislative advocacy as a part of previous work experience is desirable.

Special:

- A valid California Driver License.
- Use of an automobile

SPECIAL NOTE:

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

New Class
04-13-05
MN

Reviewed
10-11-18
SH