



Government Relations Specialist I

Salary Group: B23

Class Code: 1890

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GOVERNMENT RELATIONS SPECIALIST I	1890	B23	\$55,184 - \$90,393
GOVERNMENT RELATIONS SPECIALIST II	1892	B25	\$63,104 - \$103,491
GOVERNMENT RELATIONS SPECIALIST III	1894	B27	\$76,356 - \$129,137

GENERAL DESCRIPTION

Performs complex (journey-level) legislative and consultative work. Work involves serving as a liaison between a state agency and governmental and legislative entities. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Participates in agency activities related to the legislative session; and attends legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons.

Represents the agency before legislative committees and provides testimony.

Coordinates agency interaction and testimony before legislative committees.

Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence.

Coordinates communication with legislative support and executive agencies.

Monitors standing and interim committee schedules and agendas, and communicates relevant information to agency management.

Prepares report summaries of meetings and hearings.

Assists with preparing reports on newly enacted laws and pending state and federal legislation.

Assists with developing proper protocol and procedures for communicating with legislators and staff.

May identify a need for, develop, schedule, and conduct legislative training for employees within an agency.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience working with the federal or state legislature, legislative staff, or research services. Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the federal and state legislative processes and state government administration.

Skill in compiling, evaluating, and presenting legislative information; in problem solving and negotiating; in policy analysis and research; and in the use of a computer and applicable software.

Ability to analyze various issues, to work under pressure and meet close deadlines, to communicate effectively, and to provide guidance to others.