



Government Relations Specialist II

Salary Group: B25

Class Code: 1892

| <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 advanced (senior-level) legislative and consultative work. Work involves serving as a liaison between a state agency and governmental and legislative entities. May supervise the work of others. Works under limited supervision, with considerable 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.

Develops proper protocol and procedures for communicating with legislators and staff.

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

Prepares reports on newly enacted laws and pending state and federal legislation.

Prepares report summaries of meetings and hearings.

Identifies a need for, develops, schedules, and conducts legislative training for employees within an agency.

May supervise the work of 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 issues, to work under pressure and meet close deadlines, to communicate effectively, and to supervise the work of others.