



Government Relations Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GOVERNMENT RELATIONS SPECIALIST I	1890	B23	\$61,184 - \$99,658
GOVERNMENT RELATIONS SPECIALIST II	1892	B25	\$69,572 - \$114,099
GOVERNMENT RELATIONS SPECIALIST III	1894	B27	\$84,182 - \$142,374

GENERAL DESCRIPTION

Performs legislative and consultative work, serving as a liaison between a state agency and governmental and legislative entities.

EXAMPLES OF WORK PERFORMED

Participates in agency activities related to the legislative session; 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; reviews and edits legislative correspondence.

Coordinates communication with legislative support and executive agencies.

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

Prepares summaries of meetings and hearings.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

Note: *Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

GOVERNMENT RELATIONS SPECIALST I: Performs complex (journey-level) legislative and consultative work. Works under general supervision, with moderate latitude for the use of

initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

Note: Any senior-level employee (levels II-III) can serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.

GOVERNMENT RELATIONS SPECIALST II: Performs advanced (senior-level) legislative and consultative work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex legislative and consultative work and may:

- Develop proper protocol and procedures for communicating with legislators and staff.
- Prepare reports on newly enacted laws and pending state and federal legislation.
- Identify needs for legislative training and develop, schedule, and conduct that training for employees within an agency.

GOVERNMENT RELATIONS SPECIALST III: Performs highly advanced (senior-level) legislative and consultative work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex legislative and consultative work and may:

- Coordinate and participate in agency activities related to the legislative session; and attend legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons.
- Review and prepare reports on newly enacted laws and pending state and federal legislation.
- Develop, conduct, and evaluate legislative training.
- Prepare and review report summaries of meetings and hearings.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience working with the state legislature, the U.S. Congress, 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

For all levels

- Knowledge of state and federal 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, and to communicate effectively.

Additional for Government Relations Specialist II – III levels

- Ability to oversee and/or supervise the work of others.