

GOVERNMENT RELATIONS REPRESENTATIVE I
GOVERNMENT RELATIONS REPRESENTATIVE II

DEFINITION

To perform professional duties including tracking and analyses of pending and existing legislation and regulations for a department, division or program; and to perform research and analytical work related to the impact to City operations.

DISTINGUISHING CHARACTERISTICS

Government Relations Representative I – This is the entry level class in the Government Relations Representative series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Government Relations Representative II – This is the journey level class within the Government Relations Representative series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Government Relations Representative I

Receives general supervision from assigned management or supervisory personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

Government Relations Representative II

Receives direction from assigned management or supervisory personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Monitor, track and analyze potential legislation and/or regulations by attending hearings, discussing issues with key players, or researching other relevant sources of information for potential impact on the City.

Research and analyze legislation to determine the impact on City operations for identified policy issue areas.

Respond to department questions regarding state legislative issue and regulatory areas within assigned portfolio.

Obtain requisite background information for bills and regulatory proposals identified as having an impact on the City from legislative authors, websites, periodicals, newspapers, and other relevant sources.

Develop and analyze results of surveys for use in state legislative and regulatory advocacy efforts; perform a variety of research projects on state legislative and regulatory policy issue areas.

Write and submit legislative comment letters; support the development and implementation of legislative and regulatory advocacy strategies.

Write legislative updates and status updates on policy issues and programs.

Support the City's efforts to affect the outcome of relevant government decisions related to assigned program areas by participating in inter-departmental teams responding to government issues.

Identify government trends and relevant critical issues; facilitate the development of City positions to address issues relative to operations.

Maintain and facilitate ongoing relationships between the City and representatives of external entities, including government officials, business and industry representatives, other community members and potential lobbying partners by expediting responses to government officials' requests.

Identify and implement partnering opportunities; establish and maintain a communication network; advise and inform management of pending legislation and regulations; coordinate constituent meetings.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

Build and maintain positive working relationships with co-workers, other City employees

and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Government Relations Representative I

Knowledge of:

Basic procedures, operations and functions of the legislative and executive branches of state government.

Methods and procedures of routine legislative research.

Techniques and strategies for public speaking and advocacy.

Methods of codifying laws and regulations specific to the position.

Techniques and practices for problem research and resolution.

Technical report writing procedures and grant proposal development.

Ability to:

Learn to track and analyze pending legislation and/or regulations for their impact on City operations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn applicable Federal, State and local laws, codes and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One year of progressively responsible relevant work experience within a government unit, legislative organization or community relations department or the equivalent, preferably involving public presentations and experience working with elected officials, government officials and/or community leaders.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, public administration, government, political science or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Government Relations Representative II

In addition to the qualifications for the Government Relations Representative I:

Knowledge of:

Principles and practices of federal, state and/or local governments or regulatory agencies and their respective decision-making processes.

Legislation, codes and regulations governing local government and utilities as required and specific to the position.

State laws, rules, policies and regulations of concern to the City.

Procedures, operations and functions of the legislative and executive branches of state government.

Scientific research methods and procedures.

Principles of project management.

Ability to:

Effectively and independently represent the City's legislative and regulatory positions and policies with state agencies, other organizations, and the general public.

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Develop strategies and advise decision-makers on recommended actions.

Analyze and prepare clear, concise and comprehensive reports.

Independently identify and interpret policy implications of regulations or laws.

Gather, summarize and distribute a variety of technical, legal and policy information.

Analyze issues and develop/implement resolution alternatives; negotiate with external representatives on behalf of the City.

Compile and prepare technical, statistical and/or analytical reports and presentations.

Develop and conduct oral presentations to internal/external audiences.

Explain policies, programs, legislation, regulations, procedures and/or activities internally/externally.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Government Affairs Representative I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, public administration, government, political science or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

02/16/19 Government Relations Representative I/II