

POSITION DUTY STATEMENT

updating the Agency legislative system, consisting of an inventory of over 2,500 bills each legislative session.

10% Researches past legislative history and consults with resource people as required to assist management in the decision-making process. Performs other management functions within the Legislative Unit as required.

SUPERVISION RECEIVED

Receives general direction from the Agency Deputy Secretary for Legislation.

SUPERVISION EXERCISED

Acts as lead over staff assigned to work on legislation pertaining to the Agency. Provides functional advice and direction to all levels of management, including the legislative coordinators in the 8 Agency departments, boards and offices.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have a unique knowledge and understanding of both the practical and theoretical aspects of government, especially the legislative and administrative processes and how they relate to and overlap each other. In addition, must have a thorough knowledge of the Agency goals and policies; departmental areas of responsibility, activities, and special interests; government functions and organizations at both the state and local level; legislative procedures; and the fundamentals of supervision. Using this knowledge, must be able to reason logically and creatively; identify, analyze and resolve technical problems and sensitive political issues when reviewing and recommending positions on legislation; present ideas and recommendations effectively, both orally and in writing; develop and effectively utilize all available resources; gain and maintain the confidence and cooperation of others; plan, organize and direct the work of other staff.

I have read and understand the duties listed above and can perform them satisfactorily.

EMPLOYEE NAME (Print) EMPLOYEE SIGNATURE DATE

I have discussed the duties with _____ and provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME (Print) SUPERVISOR SIGNATURE DATE