

GOVERNMENTAL AFFAIRS ANALYST

DEFINITION

Under direction, performs legislative analysis and advocacy, with extensive responsibility for communication with the legislative and executive branches, as well as other governmental and legal entities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Governmental Affairs Analyst series. Incumbents exercise knowledge and abilities in some or all of the following: advocacy, legislative process and procedures, budget development and advocacy, and policy research and development. This class is distinguished from Senior Governmental Affairs Analyst in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Identifies, reviews, and tracks legislation in subject matter areas of significance to the judiciary.
- Assists in drafting legislation and supporting documentation of council-sponsored legislative programs.
- Advocates for and communicates Judicial Council policy positions to the legislative and executive branches, including budget issues.
- Analyzes legislation, drafts legislative impact reports, and refers bills to Judicial Council advisory committees.
- Drafts position papers and recommends Judicial Council positions to Judicial Council committees.
- Provides liaison to and advocates with various advisory committees and staff.
- Advocates with and testifies before legislative committees.
- Meets with court- and justice-related organizations to learn of legislative needs and inform them of proposed or enacted legislation.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Legislative processes and procedures.
- Legislative advocacy techniques.
- Principles and techniques of project management.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Basic court operations.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Advocate on behalf of the judiciary.
- Apply problem-solving and conflict resolution methods and techniques effectively.
- Prepare clear and concise analyses, position papers, and other written materials.
- Negotiate on sensitive and/or controversial matters.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in political science and public or judicial administration, and three years of professional analytical experience in legislative or public policy analysis and advocacy.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in legislative or public policy analysis and advocacy.