

SENIOR GOVERNMENTAL AFFAIRS ANALYST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work in 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 lead and/or specialist level in the Governmental Affairs Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. Incumbents have advanced knowledge of and expertise in some or all of the following: advocacy, legislative process and procedures, budget development and advocacy, and policy research and development. Incumbents plan, conduct, and manage complex and sensitive legislative projects for the Judicial Council, and trial and appellate courts. This class is distinguished from Supervising Governmental Affairs Analyst in that the latter is responsible for supervising governmental affairs staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Plans, manages, and conducts complex projects related to legislation or interbranch relations.
- Communicates on behalf of the judiciary with the Legislature and executive branch, with great emphasis on legislative analysis and advocacy.
- 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.
- Communicates Judicial Council policy positions to the legislative and executive branches.

- Analyzes legislation, drafts legislative impact reports, and refers bills to Judicial Council committees.
- Drafts position papers and recommends Judicial Council positions to Judicial Council committees.
- Provides liaison to and advocates with advisory committees and staff.
- 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:

- Basic supervisory principles and practices.
- Particular subject matter areas, such as civil law and procedure, criminal law, or budget development and advocacy.
- Legislative processes and procedures.
- Legislative advocacy techniques.
- Principles and techniques of project management.
- Problem-solving and conflict resolution methods and techniques.
- Basic court operations.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Analyze and solve problems.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise analyses, position letters, and other written materials.
- Communicate effectively orally and in writing.
- Negotiate on sensitive and/or controversial matters.

- 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 or advocacy, including one year of lead experience for those positions identified as lead.

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 Governmental Affairs Analyst with the judicial branch.