

## **Legislative Advocate**

### **JOB FAMILY DEFINITION**

This classification encompasses a range of work in which incumbents are responsible for providing legislative and budget analysis, advocacy and high-profile liaison work in promoting Judicial Council's positions on legislative and budgetary initiatives impacting the judicial branch. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are responsible for performing and coordinating specialized work in legislative and fiscal impact analysis and advocacy, with extensive responsibility for high-profile advocacy and communication with the legislative and executive branches, as well as other governmental and legal entities. Incumbents plan, conduct, and manage complex and sensitive legislative and budgetary programs and projects for the Judicial Council, and trial and appellate courts.

### **DISTINGUISHING CHARACTERISTICS**

The Legislative Advocate is distinguished from the Attorney I and Attorney II classifications in the Legal Services Job Family whose incumbents provide legal advice and guidance, as the Legislative Advocate formulates legislative positions and interests and advocates on behalf of the Judicial Council, and is not required to hold a Juris Doctor or be an active member of the State Bar of California.

The Legislative Advocate classification requires the consistent exercise of discretion and judgment, using advanced knowledge of legislative process and high political acumen, to analyze and interpret statutes, proposed legislation, and related information, make recommendations, and influence decisions.

**EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Advocates on behalf of Judicial Council positions and interests to the legislative and executive branches by developing and implementing advocacy strategies, information resources, proposals, education and outreach programs, and communications.
- Acts as legislative advocate with court- and justice-related organizations to learn of legislative needs and coordinate with them on proposed or enacted legislation.
- Provides consultation, fiscal impact analysis, and technical assistance regarding applicable laws, policies, rules, and regulations for programs or projects.
- Analyzes legislation, drafts legislative impact reports, keeps Judicial Council advisory bodies apprised of legislative developments in their respective subject areas, and solicits their input in formulating recommended positions on pending legislation and budget proposals.
- Monitors legislative and regulatory developments in assigned areas.
- Identifies and assesses the impacts of proposed legislation, budget, regulations, and ballot initiatives in subject matters of significance to the judicial branch, including fiscal impacts to the judicial branch and judicial branch entities.
- Communicates on behalf of the judicial branch with the legislative and executive branches on legislative issues.

- Drafts position papers and recommends Judicial Council positions to Judicial Council committees and other stakeholders including legislative, executive, and justice system partners.
- Serves as a judicial branch liaison to other entities.
- Represents the Judicial Council before legislative committees.
- Provides guidance and technical assistance to courts regarding compliance with mandated legislative duties and responsibilities.
- Provides training on implementation of enacted legislation to internal and/or external clients in assigned area; plans, develops, and executes formal workshops, as assigned.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** (*Illustrative Only*)

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific application development tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Bachelor’s degree, and five (5) years of professional analytical experience in legislative or public policy analysis and advocacy.

Possession of a bachelor’s degree in a directly related field for the assigned discipline such as political science, public policy, and public or judicial administration, etc., may be substituted for one of the years of required experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor or master’s degree in a directly related field such as public administration or political science, and two (2) years of experience in legislative or public policy analysis or advocacy.

OR

One year as a Senior Analyst, or three (3) years as an Analyst, working in legislative or public policy analysis, with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Senior Analyst or three (3) years as an Analyst, in a California Superior Court or California state-level government entity.

#### **LICENSING AND CERTIFICATIONS**

- None

#### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Legislative and political processes and procedures;

- Public relations and coalition building strategies;
- Principles and techniques of legislative analysis;
- Legislative advocacy and lobbying techniques;
- Principles and techniques of project management;
- Problem-solving and conflict resolution methods and techniques;
- Principles and practices of public and business administration;
- Principles and practices of budget and fiscal management;
- Principles and practices of court and criminal justice administration;
- Principles and practices of program administration and management;
- Principles and applications of critical thinking and analysis;
- Principles and techniques of preparing and delivering effective presentations;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Reading and analyzing legislation and other written materials and statistical data;
- Managing project or program finances;
- Providing project/program management, organization, and logistics;
- Working effectively under pressure, with multiple deadlines and changing priorities;
- Managing project or program finances;
- Exhibiting political acumen;
- Negotiating on sensitive and/or controversial matters;
- Developing policies and procedures, as assigned;
- Monitoring project schedules, status and compliance;
- Facilitating group discussions and building consensus;
- Authoring and editing complex reports and documents;
- Exercising confidentiality;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with elected officials, legislative staff, colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking

advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*