

CLASS SPECIFICATION
Governmental Relations Lobbyist

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general direction, performs legislative advocacy for the Mayor, City Commissioners and all City offices and bureaus; strategizes, advises and manages highly complex and sensitive state legislative and administrative issues; performs detailed legislative analysis and provides input and recommendations on a variety of state legislative, administrative and intergovernmental affairs issues that impact City operations and policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Governmental Relations Lobbyists are responsible for independently performing highly responsible, sensitive and complex analysis and serving as strategists, advisors and project managers to bureau management and City Commissioners for state legislative issues having significant policy, financial and community implications. Incumbents are responsible for representation, negotiation and advocacy of the City's legislative agenda and interests. A Government Relations Lobbyist must exercise sound independent judgment and seasoned professional and political acumen in developing state legislative, administrative, and intergovernmental affairs strategies, proposals and implementation plans.

Note: Positions in this classification are exempt from Civil Service rules because they are considered part of the Mayor's staff. Employees may be removed from the position without a statement of cause and shall have no appeal rights.

Government Relations Lobbyist is distinguished from Commissioner's Staff Representative by the incumbent's assignment to the Office of Government Relations and their emphasis on legislative advocacy activities. The position is also distinguishable from Commissioner Staff Representative because the position is assigned to work from Salem during legislative sessions. Government Relations Lobbyist is also distinguished from the State Government Relations Manager by the formers supervisory and overall management role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Reviews, tracks, analyzes and interprets proposed legislation on matters related to City programs, operations, policies, financing and other relevant issues; drafts legislative summaries, position papers, correspondence and testimony; proposes revisions to legislation consistent with City interests; recommends City positions on legislation and action to achieve desired legislative results.

2. Attends and represents the City at hearings, meetings and other events during the annual State legislative session and special legislative sessions; testifies before legislative committees; represents the City in formal and informal interactions and negotiations with State legislators, members of the executive branch, other local governments, legislative staff and other lobbyists; meets with state policy decision makers to present City positions; proposes and writes legislative amendments and resolutions in response to legislative developments, often under urgent and sensitive deadlines.
3. Assesses political positions, provides advice and counsel and formulates suggested strategies for discussion with City Council, bureau management, Mayor and City Commissioners on a wide range of complex and sensitive legislative issues; prepares talking points on legislative bills for use by legislators, other lobbyists, the media and the public.
4. Works with bureaus to identify and refine proposed issues included in the legislative package; prepares and presents legislative agendas for assigned portfolios to the City Council as a part of the City's legislative package; conducts research to recommend solutions and propose strategies for legislative action; initiates, assembles, writes and presents package of City legislative issues for Council discussion and prioritization.
5. Takes action to develop, implement and advance legislative packages at the State Legislature, including working with the City Attorney's office to get legislation drafted; works with legislators and interest groups to get legislation introduced, passed and signed by the Governor; works to defeat bills contrary to City interests and to monitor and modify as necessary any bills that may affect City interests.
6. Prepares and presents to Council a comprehensive report on the completed legislative session; reports to the City Council on and maintains records of bills of interest to City.
7. Organizes and participates in community engagement sessions held to solicit public input for the purpose of building the state and federal legislative agendas; coordinates sessions in conjunction with Mayor's office, City Council, Office of Neighborhood Involvement, and state legislators; under direction of the Government Relations State Manager, determines strategy for synthesis, analysis and reporting of information gleaned from community input; works with Mayor, Commissioners, and Bureaus to translate public input into items for legislative agenda; participates in analysis of legislative outcomes and contributes to reporting outcomes of public input and related legislation back to community.

OTHER DUTIES

1. Coordinates and interacts with other agencies and elected and appointed officials regarding laws, pending legislation, resolutions, agreements, policy initiatives and other matters of mutual interest; represents City's interests in multiple forums.
2. Participates in a regional group of lobbyists working toward mutually compatible legislative goals.
3. Plans, arranges and accompanies City Commissioners or the Mayor to meetings with legislative or state officials or represents City Commissioners or the Mayor in those meetings.

4. Conducts special studies and prepares reports as needed.
5. Serves on various policy committees within the City.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. The legislative process, its steps and influence points; advanced principles and practices of administrative and legislative analysis.
2. City functions, strategies, programs, policies and operations and related legislative, intergovernmental affairs, community relations and public affairs issues and challenges; federal, state and local laws, regulations and court decisions applicable to City programs, operations and policies.
3. Financial/statistical/comparative analysis and research techniques.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Statutory and ethical obligations of lobbyists.
6. Principles and practices of public administration, including financing, taxation and budgeting.

Ability to:

1. Analyze, interpret, explain and make recommendations on complex legislative and intergovernmental public policy issues.
2. Apply seasoned political acumen, reach sound independent conclusions and recommend appropriate courses of action within established policy guidelines to achieve City objectives.
3. Testify authoritatively before public bodies and represent the City effectively with legislative and governmental officials, community groups and committees and business and professional organizations.
4. Prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials.
5. Apply writing style and presentation techniques appropriate for differing business, legislative and public information purposes.
6. Operate a computer using word processing, desktop publishing and other standard text and graphics software.

7. Communicate clearly, concisely and persuasively, orally and in writing.
8. Use tact and diplomacy when negotiating complex issues among competing interests.
9. Operate effectively within a rapidly changing political environment.
10. Effectively present technical information to a non-technical audience.
11. Lead group problem-solving efforts and develop consensus among competing interests.
12. Establish and maintain effective highly working relationships with City managers, Mayor, City Commissioners, state and local elected officials, officials of other governmental agencies, professional and community organizations and committees, the media and the public.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, political science, public policy or a closely related field; and six years of progressively responsible experience in legislative analysis or intergovernmental affairs. Masters degree in public policy, public affairs or law degree a plus, or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

This class is composed of positions from the following class(es):

0808 GOVERNMENT RELATIONS LOBBYIST Adopted: 07-01-92

Revised: 08-10-04 (Clarified exempt status)

Revised: 05-10-06 (Deleted reference to Assist Gov't Relations Lobbyist classification.)

June 2009 - Change Job Class number from 7210 to 30000498, due to system change.

Revised: 11-15-11 (Added reference to new State Government Relations Manager and clarified State legislative responsibility.)

03-06-12 (Additions to duties and responsibilities made to reflect change to annual legislative session and expanded community involvement function.)

