

**CLASS SPECIFICATION
State Government Relations Manager**

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

GENERAL PURPOSE

Under general direction, supervises, plans, organizes, directs and participates in the activities of the City's state annual legislative program; performs detailed legislative analysis and provides input and recommendations to the City Council and City bureaus on the state legislative, administrative and issues that impact city operations, finances and policies; provides leadership and coordination of communications and advocacy with the State Legislature, State of Oregon and other units of government; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent classification is responsible for mobilizing and managing City representatives to advocate for state legislative positions and for effectively coordinating with officials of other governmental agencies and interest groups to support and advocate for City positions. It is responsible for independently performing highly sensitive and complex analysis and serves as supervisor, strategist and project manager to state lobbying staff. This position also advises bureaus and commissioners on state legislative and administrative issues having significant policy and financial implications. This position must exercise sound independent judgment and seasoned professional and political acumen in developing legislative 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.

State Government Relations Manager is distinguished from Governmental Relations Lobbyist by the incumbent's supervisory responsibility and role in providing overall management and direction to the state legislative program.

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. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Provides overall management and direction of the City's state legislative program including development and implementation of state objectives and strategies; supervises and oversees the work of lobbying staff.
5. Tracks, analyzes and interprets proposed state 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 position on legislation and action to achieve desired legislative results.
6. Attends and represents the City at State legislative and administrative hearings, meetings and other events during the annual State legislative session and special legislative sessions; testifies before legislative committees and coordinates testimony of city officials; 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.
7. Works with State lobbying team, commissioners and their bureaus to identify and refine proposed issues included in the legislative package; with staff 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.
8. Works closely with the City's elected leadership in setting and carrying City's state Legislative vision; provides leadership and works with lobbying team to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission.
9. Takes action to implement and advance legislative package 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 monitors and modifies as necessary any bills that may affect the City interests.

10. 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 Director, 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.
11. Directs, 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 the City.
12. Develops and maintains effective relationships with members of the Legislature, the Governor and other state elected and appointed officials.

OTHER DUTIES

1. Directs, 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. Facilitates calls, e-mails and other communications before City officials and State officials.
4. Conducts special studies and prepares reports as needed.
5. Serves on policy committees within the City as assigned.
6. Coordinates meetings between City Council, bureaus and other legislative organizations; manages and conducts individual meetings with legislative representatives and candidates; organizes and leads lobby delegations.
7. Assists as needed on special assignments and projects dealing with State legislative issues.

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; state and local laws, regulations and court decisions applicable to City programs, operations and policies.
3. Management and Legislative practices, City policies regarding personnel; ability to support and manage staff.
4. Financial/statistical/comparative analysis and research techniques.
5. Legislative methods, techniques and procedures of the City Council and other political subdivisions.
6. The organizations of the City, including the functions and interrelationships of its bureaus and offices.
7. Responsibilities and obligations of public officials and administrative agencies under state law.
8. State laws and court cases applicable to the conduct of public meetings, maintenance of public records and the conduct of elections by municipalities.
9. Principles and practices of effective supervision.
10. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, coordinate and review the work of assigned professional staff.
2. Apply seasoned 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 amount competing interests.
12. Establish and maintain effective 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; 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: October 25, 2011

Revised: April 16, 2012