

**CLASS SPECIFICATION**  
**GOVERNMENT RELATIONS SPECIALIST II**

**PAY GRADE: 58**  
**CLASS CODE: 30003061**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Government Relations Specialist III, Manager, or other management- or executive-level position. Under general direction, advances the City's legislative, tribal, international and/or intergovernmental policy and diplomatic objectives through representation in legislative proceedings or with external governments, organizations, forums and/or committees. The position develops and maintains relationships with local, regional, state, federal, tribal and/or international government officials and provides strategic advice to City Council and Bureaus/Offices. Classification is exempt from Civil Service.

Responsibilities include: developing strategies for advocacy, public policy engagement, and diplomatic relations with other governmental stakeholders; working with City Council and Bureaus/Offices to formulate legislative, policy, and diplomatic priorities, initiatives, and agendas; lobbying and representing the City to legislators, elected and appointed officials, intergovernmental agencies, and other partners and stakeholders; providing guidance and promoting the City's state and federal legislative and policy agendas and/or providing guidance and promoting the City's tribal, international, and intergovernmental policy and diplomatic goals and agendas; monitoring and reporting on legislation that may impact City programs, operations, and policies; working with local, regional, statewide, federal, tribal, or international partners; developing coalitions to advance mutual legislation, financial, diplomatic, and policy goals. Requires seasonal travel when legislative proceedings are in session and strategic outreach trips.

**DISTINGUISHING CHARACTERISTICS**

Government Relations Specialist II is the second of three classifications in the Government Relations Specialist series.

Government Relations Specialist II is distinguished from Government Relations Specialist I in that the latter provides support and assistance to an assigned government relations program under general supervision and the former exercises discretion in program and policy recommendations, strategies, and decisions requiring comprehensive subject matter knowledge in area of expertise.

Government Relations Specialist II is distinguished from Government Relations Specialist III in that the latter manages a Government Relations program and assigned staff, and exercises considerable discretion in program and policy recommendations and decisions.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work with Bureaus/Offices to identify and refine issues to be included in legislative agendas, policy initiatives, and/or community engagement; mediate conflicts when concepts impact multiple Bureaus/Offices; recommend City positions and actions on external legislation, policy, and diplomatic matters to achieve desired results and provide likelihood of success; present agendas to City Council during work sessions and for final approval; communicate with Bureaus/Offices and City Council regarding legislative and policy statuses and strategy updates.
2. Track, analyze, and interpret proposed legislation on matters related to City programs, operations, policies, fiscal matters, and other relevant issues; draft legislation summaries, position papers, and regular correspondence regarding legislative updates to City Council and Bureaus/Offices; contribute content to legislative communications, including but not limited to legislative agendas and reports.
3. Conduct research to recommend solutions and propose strategies for legislative action; directly lobby, advocate, and negotiate for the City's legislative agenda to legislators and others in order to introduce and pass legislation; propose revisions to legislation consistent with City interests and work to defeat bills contrary to City interest.
4. Conduct research to recommend solutions and propose strategies for policy initiatives on operational, administrative, financial, political, and policy issues and opportunities in area of expertise; develop and maintain relationships and continuous levels of public policy engagement with legislators and their staff, elected and appointed officials, community, international and tribal partners, and other stakeholders.
5. Develop internal City policies, procedures, and protocols in area of expertise to advance, support, and affirm the City's Core Values of Anti-Racism, Equity, Transparency, Communication, Collaboration, and Fiscal Responsibility.
6. Facilitate and advise City Council, Bureau/Office directors, and policy staff in lobbying and conducting diplomacy with legislators, elected or appointed officials, and international and tribal governments, partners, and stakeholders; coordinate meetings between City Council members and Bureau/Office directors with legislators, their staff, other elected and appointed officials, and international and tribal governments, partners, and stakeholders; brief City Council, Bureau/Office directors, and policy staff prior to meetings.
7. Collaborate and travel to meet with regional, statewide, federal, tribal, and/or international partners to vet concepts, build initial support, and develop coalitions to advance mutual legislative, political, and policy interests.
8. Represent the City's interests to external organizations, associations, delegations, and other public forums, serving on external policy committees, summits, and other public forums; write and review letters of support or opposition on behalf of the City; testify before legislative committees.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Facilitates the development, vetting, and City Council approval of a Federal Legislative and Regulatory Agenda for the City; manages the federal representation contract and serve as the primary liaison to the City's lobbyist in Washington, D.C.
2. Provides diplomatic relations with foreign governments and officials including leading the collaboration when receiving incoming requests and managing intergovernmental relationships.
3. Establish, maintain, and manage relationships with key local and regional partners that support the City of Portland's efforts to elevate its international reputation, including tourism, educational exchanges, economic development, and export assistance programs.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Government Relations Specialist III, Manager, or other management- or executive level position.

This classification does not have supervisory responsibilities. This classification may lead the work of other staff, interns, or volunteers.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of intergovernmental affairs, community relations, and public affairs issues and challenges, relevant laws and regulations, and court decisions applicable to City programs, operations, and policies.
2. Knowledge of responsibilities and obligations of public officials and governmental agencies.
3. Knowledge of legislative processes, steps, and influence points.
4. Knowledge of conflict resolution and coalition building.
5. Knowledge of negotiation techniques and the ability to apply them in lobbying on behalf of the City.
6. Ability to learn the City's key functions and interrelationships of Bureaus/Office's strategies, programs, policies, and operations and legislative positions.
7. Ability to navigate sensitive political environments.
8. Ability to perform legislative, financial, statistical, and comparative analysis and research.
9. Ability to prepare clear, concise, accurate, and complete analyses, reports, correspondence, records, and other written materials.
10. Ability to establish and maintain effective working relationships with elected officials, legislators, the public, Bureau/Office staff, intergovernmental and other agency staff, and others encountered in the course of work.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in public administration, political science, public policy, or a related field;

AND

**Experience:** Three (3) years of progressively responsible experience in legislative analysis or intergovernmental affairs.

### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

Juris Doctorate from American Bar Association certified law school; license to practice law in the State of Oregon; master's degree in public policy, public affairs, or related field from an accredited college or university; or equivalent work experience.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

3/2021 Updated class spec title from Government Relations Lobbyist I

Updated essential functions to reflect international and tribal relations duties