



DUTY STATEMENT	
Classification: Staff Services Manager I	Position Number: 103-4800-003
Division/Office/Section: Legislative and External Affairs	
Location: 1001 I Street, Sacramento	Effective Date:
Supervisor's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Collective Bargaining Identifier (CBID): S 01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION: Under the general direction of the Deputy Director for Legislation, the Staff Services Manager I (SSM I) is responsible for supervising and coordinating the development of analyses of legislation affecting the Department of Resources Recycling and Recovery (CalRecycle). In addition to assisting in the development legislative proposals, the SSM I will also serve as the direct supervisor for the analysts and administrative staff in the legislative affairs office. The incumbent represents CalRecycle with legislators, legislative committees, California Natural Resources Agency (CNRA), the Governor's Office, other State agencies, and representatives for industry and environmental organizations. The SSM I also performs the duties and functions of the Deputy Director for Legislation in their absence.

ESSENTIAL FUNCTIONS

- 30% Directs the development of State and Federal bill analyses, enrolled bill reports, and any necessary amendments for presentation to CalRecycle, California and the Governor's Office.
- 30% Supervises the workload and assignments for staff in the legislative unit as related to State and Federal legislation, fiscal and budget issues, legislative information requests, and general waste management policy issues.
- 15% Directs and oversees administrative functions of the legislative office, including the development of contracts, personnel development and mentoring; personnel actions, office budget, administrative manuals, legislative implementation processes, legislatively mandated reports and the legislative training manual for CalRecycle employees.
- 15% Prepares and coordinates the development of legislative proposals needed to further CalRecycle goals and objectives. Directs, oversees and participates in support of State legislative offices on bills resulting from proposals approved by the Governor's Office to see them through the process of being chaptered.

MARGINAL FUNCTIONS

- 5% Directs preparation of testimony and materials required at legislative interim hearings and budget hearings. Testifies before legislative committees and interim hearings on behalf of CalRecycle regarding waste management and recycling legislation
- 5% The incumbent also oversees legislative contacts, such as legislative requests, discussions with legislators, legislative staff, and lobbyists. Reviews and approves responses to inquiries from legislative offices, government agencies, special interest groups, and the general public regarding CalRecycle's policies and any legislation affecting CalRecycle. Present Legislative updates representing the Department at Conferences and Workshops.