



DUTY STATEMENT	
Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Position Number: 103-5393-707
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): R 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 direction of the Staff Services Manager I, the Associate Governmental Program Analyst is responsible for analyzing complex legislative issues related to CalRecycle responsibilities and programs.

ESSENTIAL FUNCTIONS

- 30%** Independently coordinate, compose, and edit the completion of the most complicated waste management state and federal bill analyses or necessary amendments. Program and legislative topics include, but are not limited to, beverage container recycling, plastics materials, and waste tires.
- 15%** Identify and assess stakeholders, fiscal impacts, health and safety issues, and programmatic impacts of legislative bills. Review, analyze and develop legislative language and provide recommendations to upper management for the development of broad policy and legislative proposals with immediate and long-range impacts in support of CalRecycle's strategic directives.
- 15%** Track the introduction and assist in the development of the most complicated waste management legislation affecting CalRecycle by consulting with legislative offices, interest groups, and state agencies.
- 10%** Continuously and independently research issues related to state and federal legislation, fiscal and budget issues, or general waste management policy issues.
- 10%** Act as liaison to specified Divisions within CalRecycle and keep the Legislative Affairs Office informed on major policy issues and initiatives.
- 10%** Independently prepare information and legislative analyses for presentation at CalRecycle meetings. Draft testimony and prepare information for Deputy Director of Legislation to present at legislative committee hearings. Write letters to legislators to communicate the CalRecycle's position on bills and prepare complicated amendments to laws to further CalRecycle's position.

MARGINAL FUNCTIONS

- 5%** Respond to inquiries from legislative offices, government agencies, special interest groups, and the general public regarding CalRecycle's policies and any legislation affecting CalRecycle.
- 5%** Special Legislative projects as assigned and/or required when necessary.