

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73147
Job Class Code:	165	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	05/16/72	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: LEGISLATIVE LIAISON

HRIS TITLE: LEGIS LIAISON

CHARACTERISTICS OF THE CLASS: Under direction of the head of the agency, is responsible for providing the legislature with specific information on agency programs and funding sources, assisting agency program directors in understanding the kinds and forms of information needed by the legislature and in establishing budget and information systems which will provide this information; assists the agency in working toward program effectiveness; and performs related work as required.

EXAMPLES OF DUTIES: In conjunction with state agency program directors, develops information and reports on budgets, fund sources, agency organization, and numbers and classifications of employees; develops information and reports on agency program priorities and the rationale for establishing these priorities; develops information and reports on contractual or other fiscal arrangements with other governmental agencies, sector businesses, and individuals; assists the agency director in representing the agency before legislative committees to explain and support agency budget request; assists agency managers in developing information systems which will produce data in a form that will provide the legislature with information it needs to make informed decisions on agency budget requests; may draft or assist in drafting proposed legislation; may prepare reports; may supervise a subordinate staff; may prepare or direct the preparation of visual aids to enhance understanding of agency organization or proposals for funding of new programs.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the law or bodies of law affecting the agency; agency organization, programs, policies and procedures.

Skill/Ability to: reason logically and develop effective solutions; speak and write effectively; establish and maintain effective working relationships.

SPECIAL SELECTION FACTORS:

Three years of experience within the last 5 years in a staff, administrative, supervisory and/or policy making capacity in a field closely related to programs of an agency, and which must have included assignments requiring the preparation and presentation of information to agencies, lay groups, other groups, associations or individuals. A Master's degree in a field related to work performed in the agency may be substituted for one year of the required experience.