

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Communications

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Government Relations/Legislative Liaison

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072119 Deputy Director 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>On behalf of the Director of Department of Administrative Services (DAS), serves as Government Relations/Legislative Liaison Officer: researches & responds to inquiries & furnishes information; explains programs to representatives, senators & legislative staff; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contact with legislators & staff & continually monitors legislation with possible impact on DAS; represents DAS during capital & operating budget discussions; furnishes prompt, coordinated & consistent information on department's policies & operations in response to inquiries received from legislative offices/committees (e.g., Finance Committee); assists in development of/ & justification for key issues expected to be raised during budget hearings; represents department's position during presentations or negotiations with legislators; acts as advisor & consultant to DAS senior managers on legislative matters relating to House & Senate Finance Committee activity (e.g., monitors activity, reviews, analyzes & develops recommendations & proposals on budget issues; proposes & conducts special analysis of impact of budget changes) Controlling Board and MARCS.</p>	<p>Knowledge of (1) federal & state legislative processes; (2) federal, state & agency laws, rules & regulations relating to DAS*; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries*. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit legislation, position papers & other materials for publication; (11) prepare & deliver speeches before specialized audiences; (12) define problems, collect data, establish facts & draw valid conclusions.</p>
50	<p>Works closely with divisions to develop & coordinate agency projects: examines current operations & applicable procedures to ensure efficiency & improve service delivery; keeps current on legislative & Chapter 119 administrative rule & process changes; monitors introduction, status & final disposition of legislation introduced before state & federal legislatures that may affect agency operations (e.g., obtains roster & copies all legislation introduced; reviews for content to identify impacted divisions; apprises division Deputy Director of proposed language & obtains written or verbal impact statement; prepares written summary of proposed legislation, with pros & cons if implemented, for Director &/or Legal Counsel's review); works cooperatively with Legal Counsel & senior managers to identify statutes that need revision or legislation to be introduced; obtains legislative sponsors to introduce legislation on agency's behalf; prepares & presents testimony on behalf of DAS; represents Director on committees, task forces & at meetings.</p> <p>This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and exempt.</p>	<p>Knowledge of 1, 2*, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12</p> <p>*developed after employment</p>

POSITION NUMBER
20006655

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Job Code Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

2/4/08

APD 2-05-08 VRS