

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS101200

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Communications

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006655

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Legislative Liaison Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR N/A
Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	On behalf of the Director of Department of Administrative Services (DAS), serves as Government Relations/Legislative Liaison Officer; researches & responds to legislative program activities & public affairs inquiries & furnishes information; explains programs to representatives, senators, legislative staff and special interest groups; independently responds to concerns and inquiries posted 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 and all legislative committees; assists in the development &/or justification for key issues expected to be raised during all committee hearings; represents the department during presentations or negotiations with legislators; acts as an advisor & consultant to DAS senior managers on legislative, controlling board and JCARR matters.	Knowledge of (1) Business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar; (6) effective interviewing techniques. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word & Excel). Ability to (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives; (12) communicate effectively.
25	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; appraises 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.	Knowledge of 1, 2*, 3, 4, 5, 6, 8. Skill in 9. Ability to 11, 12, 13, 14. *Developed after employment.

JOB CODE TITLE
99585 Policy Staff

JOB CODE APD 6-25-12
99585

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Pieter W. [Signature]

5-24-12

