

CHIEF OF LEGISLATIVE AFFAIRS AND GOVERNMENTAL RELATIONS

DEFINITION

Directs and administers the activities of the District's Office of Legislative Affairs and Governmental Relations and participates in the development and planning of strategies regarding government relations and the passage or defeat of legislation of interest to the District.

TYPICAL DUTIES

Directs the staff of the legislative function in the preparation of proposed legislation, the analysis of legislation and administrative procedures, legislative advocacy and related activities.

Directs the development and preparation of research data and analyses of proposed, pending, or existing local, county, State, and federal legislative measures that could affect the District's instructional programs and other related facilities, financial and other activities.

Meets with Board Members, senior management, community employee representatives, elected officials, and other interested parties to discuss and develop legislation or legislative positions.

Coordinates the development of local, county, State, and federal District-sponsored legislation; obtains authors for the measures; develops and presents information in support of the bills and provides testimony as needed.

Formulates District positions on relevant legislation from responses solicited from District personnel; plans and develops strategies for the passage, defeat, or amendment of legislation of interests to the District and coordinates District activities in relation to legislative proposals and measures.

Meets with local, county, State, and federal legislators, representatives from State agencies, including the Governor's office, and representatives of educational and other organizations to present the District's position and concerns regarding legislative proposals.

Directs the activities of contract lobbyists, whose duties include monitoring State legislation to determine the fiscal impact on the District, monitoring the formulation and development of the State budget and other duties as assigned.

Provides interpretive and evaluative materials regarding legislative matters to organizational units of the District affected by legislation and assists the units in determining and seeking legislation to address problems created by existing statutes.

Serves as a District representative to the cities served by the Los Angeles Unified School District, the Court of Los Angeles, the State Legislature, the Congress of the United States, and other agencies.

Prepares and provides written communications to legislators; presents testimony before the various State Senate and Assembly committees and before other State agencies and bodies regarding the District's position on various items of legislation.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Legislative Affairs and Governmental Relations is responsible for the overall administration of the activities of the legislative function of the District.

A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to State and federal legislators and other governmental officials.

SUPERVISION

The Chief of Legislative Affairs and Governmental Relations reports to the Superintendent of Schools. General supervision may be exercised over lower level, administrative, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The organization, functions, and goals of the District, including its fiscal policies, procedures and staff
- The laws and regulations that determine educational policies and practices
- The legislative process at the city, county, State, and federal government levels; including knowledge of the structure, procedures, and rules of city, county, State, and federal legislative bodies, their informal structure, and lines of communication needed to initiate action
- Educational research in the areas of curriculum, teacher preparation, and child growth and development
- Principles of public relations
- Principles of supervision and progressive discipline

Ability to:

- Write in a clear and effective manner
- Interpret and recognize the implications of proposed or existing city, county, State or federal legislation relating to the instructional programs, administration, and fiscal policies of the District
- Establish rapport with, obtain cooperation from, and motivate a variety of individuals and groups
- Analyze problems, make decisions, and be responsible for those decisions
- Establish clear performance expectations and evaluate based upon results
- Resolve opposing perspectives from District staff
- Coordinate special studies and conduct research in the field of legislation
- Communicate effectively and persuasively, both orally and in writing, on highly technical and/or sensitive issues
- Work effectively with legislators, government officials, lobbyists, District personnel, community representatives, and students using tact and good judgment
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. An advanced degree in education, political science, or law degree and/or passage of the bar exam is preferable.

Experience:

At least four years of full-time service in (a) position(s) requiring knowledge of the legislative process, legislative advocacy, understanding of laws and regulations, and contact with government officials. One year of management experience is required. Experience may be concurrent.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES:

1. Senior Management Classification.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
4. Must be willing to travel frequently, especially between to Sacramento and Los Angeles.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10-20-22
RGK/LKD

Updated
11-05-25
Transportation
Language Only