

LEGISLATIVE ASSISTANT

DEFINITION

Provides assistance and clerical support for the District's Office of Legislative Affairs and Governmental Relations.

TYPICAL DUTIES

Provides assistance to the Director of Legislative Affairs and Governmental Relations and Legislative Advocates by:

- Monitoring legislative hearings, Assembly and Senate floor proceedings, and relevant State agency hearings by taking notes, collecting relevant documents, and reporting information to District advocates.
- Apprizing staff of hearing dates, committee results, status of legislation, and the need for reactions regarding pending legislation.
- Identifying and obtaining reports issued by committees and State agencies for use by District staff.
- Assisting in the preparation and distribution of supporting, opposing, amending, and informational correspondence on bills with potential impact on the policies and operations of the District.
- Interpreting District policies and procedures and explains related rules and practices to District employees.
- Composing, organizing, and editing materials originating in the office.
- Assisting in responding to inquiries concerning status of bills, positions taken on bills, or the legislative process from District employees or other legislative offices.

- Researches State and federal policy issues and legislation and prepares related reports.
- Assists in planning, establishing, and maintaining a communication network through which District personnel can receive and provide information.
- Compiles statistics and writes legislative reports used by the District's legislative staff.
- Assists in the preparation of regular reports, including the Annual Report of the Office of Legislative and Governmental Affairs, which describes measures followed by the office that were enacted
- Oversees office payroll, budget, accounting, time records, and contract functions.
- Supports the management of the department's website, digital archive of office correspondence, legislative tracking tools, elected officials contact information database, and data processing capability of the office.
- Provides assistance in day-to-day departmental operations such as screening correspondence and telephone contacts for urgency and nature of business, maintenance of the office calendar, and coordination and arrangement of appointments and meetings.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Assistant provides assistance to the Director of Legislative Affairs and Governmental Relations, Legislative Advocates and other legislative office staff both in the Sacramento and Los Angeles offices, by monitoring legislation, preparing necessary reports, and providing clerical support including day-to-day business operations of the office.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

SUPERVISION

General supervision is received from the Director of Legislative Affairs and Governmental Relations. Work direction may be exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- The legislative process of the California Legislature
- Legislative Committee structure and membership
- Structure of the Governor's Office and other State agencies that affect education policy
- Activities, policies, practices, rules, and regulations of the Los Angeles Unified School District related to government relations and legislation
- District Board of Education policies, priorities, organizational structure and functions
- District organization,
- District budget, payroll, and personnel procedures
- District contract processing procedures
- Microsoft Word, Excel, and PowerPoint
- English usage, grammar, and punctuation, spelling, and vocabulary

Ability to:

- Work independently with minimal guidance
- Allocate time effectively among competing demands by identifying high-priority issues
- Understand structure of legislation and related materials
- Prepare and edit reports and other informational material
- Review and edit staff correspondence and reports
- Explain rules, regulations, and policies of the District and State legislature
- Obtain and impart information tactfully and accurately
- Exercise initiative and good judgment
- Make sound decisions and work under pressure in meeting deadlines
- Maintain effective working relationships with staffs of State legislators, outside agencies and organizations, and District personnel
- Conduct basic research and compile data on legislation and education policy issues

ENTRANCE QUALIFICATIONS

Education:

An Associate of Arts degree with an emphasis in government, political science, public policy, public or business administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent education proficiency is met.

Experience:

Two years of progressively responsible office administration work related to legislation and/or public policy. Additional qualifying education may be substituted for the required experience on a year-for-year basis.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

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

Revised
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