CALIFORNIA ASSOCIATION OF SANITATION AGENCIES

Legislative & Regulatory Analyst

DEFINITION

Under direction of the Director of Legislative Advocacy and Public Affairs and Manager of Regulatory Affairs, assists in implementing the Association’s state and federal legislative and regulatory program; researches, monitors, and analyzes legislation and regulatory issues affecting Association members; provides staff support to the State Legislative Committee, Federal Legislative Committee and Regulatory Work Group; and performs related work as required.

SUPERVISION RECEIVED

Receives direction from the Director of Legislative Advocacy and Public Affairs and Manager of Regulatory Affairs.

CLASS CHARACTERISTICS

This classification assists in the implementation of specified activities related to the state and federal legislative and regulatory affairs programs. The candidate serves as a subject matter expert in researching, analyzing, and evaluating complex state legislation, regulatory issues, and public policies that impact Association members. This class provides assistance to the Director of Legislative Advocacy and Public Affairs and Manager of Regulatory Affairs in a variety of administrative, analytical, and liaison capacities. Successful performance of the work requires the ability to execute assigned projects and assist multiple programs in a variety of areas. Responsibilities include providing staff support to the state and federal legislative programs and regulatory affairs activities of the Association.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Staff the state and federal legislative program and assist in the development of program materials including meeting agendas, position letters, member communications, LISTSERV (email forum) messages and other materials as needed
- Staff the regulatory workgroup and assist in the development of program materials including meeting agendas, position letters, member communications, LISTSERV messages and other materials as needed
- Conduct legislative and regulatory research and analysis on select issues
- Assist with grassroots outreach and advocacy efforts on CASA priority issues
Manage the Association’s legislative database and generate reports as necessary for the State Legislative Committee, Federal Legislative Committee, website, and other CASA programs

Monitor and/or attend legislative and regulatory hearings on issues of interest to CASA

Testify on behalf of the Association as needed at legislative and regulatory hearings

Serve as issue lead on select regulatory issues, attending stakeholder meetings, workshops and provide reports and information to the appropriate supervisor.

Participate in coalition meetings with other advocacy organizations on behalf of CASA on select issues

Assist in the development of conference programs and materials

Attend and participate in the association’s meeting events, including conferences, forums, and workgroup and committee meetings

Prepare articles on state and federal legislative and regulatory issues for CASA newsletters, the website and other social media and communications

Perform other duties as required.

QUALIFICATIONS

Knowledge of:

- Procedures, operations and functions of the legislative and executive branches of government
- Legislative research methods and procedures
- Principles and practices of report preparation and presentation
- English usage, grammar, spelling, vocabulary, and punctuation
- Legislative tracking programs, Microsoft Office suite, Power Point and Adobe

Ability to:

- Provide information to members regarding legislative and regulatory issues
- Effectively represent CASA’s legislative and regulatory positions, policies, programs and services to interested parties, stakeholders, state agencies and the CASA membership
- Analyze, interpret, summarize, and present legislative and regulatory information in an effective manner
- Work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss complex issues tactfully
- Take direction and work independently
- Utilize correct spelling, grammar and punctuation
- Gather, summarize, and distribute a variety of informational materials
- Effectively operate a personal computer and job related software
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited college or university with major coursework in business administration, public administration, political sciences, or a related field. Two (2) years of legislative, regulatory, or association management experience preferred. Knowledge of California water issues and background/experience in environmental science or other scientific discipline preferred but not required.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Association meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

This is a partially sedentary classification. The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The position also requires frequent standing and walking within and between work areas. The employee interfaces with staff, management, other departmental representatives, legislative and government officials, business representatives, and the general public in explaining association policies and requesting and providing information.

Incumbents in this classification are required to travel within California several times each year to attend conferences and meetings.

Please Note: Given the current circumstances surrounding COVID-19 and fluctuating public health guidance, this position will be operating remotely and requires full time work from home capacity until further notice. A return to normal office conditions is anticipated as described above once public health recommendations allow.

EFFECTIVE: August 25, 2020
FLSA: Exempt
PAY RANGE: $5,193 to $6,489 per month
APPLICATION DEADLINE: September 25, 2020