



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

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| <b>Job title</b> | Governmental Affairs Analyst I/II |
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### GENERAL PURPOSE

Under general supervision (Governmental Affairs Analyst I) or direction (Governmental Affairs Analyst II), reviews, analyzes, monitors, and comments on proposed federal and state legislation that may impact the District; identifies and recommends revisions to legislation to eliminate adverse consequences to the District; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

Governmental Affairs Analyst I: This is the entry-level classification in the Governmental Affairs Analyst series. Initially under close supervision, incumbents learn and perform routine analytical work in support of the District’s legislative analysis requirements. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Governmental Affairs Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Governmental Affairs Analyst II: This is the fully qualified journey-level classification in the Governmental Affairs Analyst series. Positions at this level are distinguished from the Governmental Affairs Analyst I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Governmental Affairs Analyst I) or direction (Governmental Affairs Analyst II) from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

*Positions at the Governmental Affairs Analyst I level may perform some of these duties and responsibilities in a learning capacity.*

- Reviews, tracks, analyzes, and interprets proposed federal and state legislation affecting District programs and financial operations; coordinates staff reviews and responses to proposed legislation; coordinates and assists with meetings of the District Legislative Review Committee; drafts legislative summaries, position papers, policy principles, correspondence, and testimony; proposes revisions to legislation and regulation consistent with the District's interests; recommends District positions on legislation and action to achieve desired legislative results.
- Coordinates and interacts with District staff, other agencies, and elected officials regarding legislation; arranges meetings with legislators and their staff; contributes to the overall effectiveness of District's inter-governmental relations; represents the District's interest in multiple forums.
- Participates on a variety of professional and industry specific committees involved in legislative and intergovernmental affairs; attends meetings and conferences to stay abreast of all current, proposed, and anticipated legislation which could affect District programs and financial operations; assists the District Board of Directors with legislative issues as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

### **REQUIRED QUALIFICATIONS**

Knowledge of:

- The legislative process, its steps, and influence points.
- Principles and practices of legislative analyses.
- District water quality and water/wastewater operations, practices, and procedures.
- Applicable federal, state, and regional environmental laws, regulations, and court decisions and their impacts on District operations.
- District and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, interpret, explain, and make recommendations on environmental, legislative, and inter-governmental issues.
- Identify problems, evaluate alternatives, and develop sound recommendations in areas of assigned responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Governmental Affairs Analyst I: One (1) year of professional experience in support of a legislative or environmental/regulatory compliance program; experience in water and wastewater compliance in a public utility is desirable.

- Governmental Affairs Analyst II: Three (3) years of progressively responsible professional experience in support of a legislative or environmental/regulatory compliance program, or two (2) years of experience as a Governmental Affairs Analyst I with the District.

Education:

- Governmental Affairs Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, environmental or earth sciences, engineering or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas 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 occasionally 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.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Governmental Affairs Analyst I/II class series are flexibly staffed; positions at the Governmental Affairs Analyst II level are normally filled by advancement from the Governmental Affairs Analyst I level; progression to the Governmental Affairs Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Governmental Affairs Analyst II level.

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Last Update: January 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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| <b>Approved by:</b>        | <i>Board of Directors</i> |
| <b>Date adopted:</b>       | <i>October 2, 2019</i>    |
| <b>Date modified:</b>      | <i>January 2022</i>       |
| <b>FLSA determination:</b> | <i>Exempt</i>             |

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Governmental Affairs Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_