## Job Family
Governmental Relations

## Job Summary
Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.

## Job Function
Federal Government Relations

## Category
Professional

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Federal Government Rel Profl 1 OP ONLY</td>
<td>Federal Government Rel Profl 2 OP ONLY</td>
<td>Federal Government Rel Profl 3 OP ONLY</td>
<td>Federal Government Rel Profl 4 OP ONLY</td>
<td>Federal Government Rel Profl 5 OP Only</td>
</tr>
<tr>
<td>Job Code</td>
<td>4339</td>
<td>4338</td>
<td>4337</td>
<td>0348</td>
<td>0269</td>
</tr>
<tr>
<td>Tracking Code</td>
<td>AO811</td>
<td>AO812</td>
<td>AO813</td>
<td>AO893</td>
<td>AO814</td>
</tr>
<tr>
<td>Per. Program</td>
<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
<td>MSP</td>
<td>MSP</td>
</tr>
<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

### Generic Scope
Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

### Custom Scope
Learns the professional concepts of government relations by assisting in implementing and advocating for university priorities and programs using governmental relations skills and / or communications strategies designed to inform key external audiences with particular emphasis on policymakers.

### Key Resp 01
Under direct supervision, assists in implementing programs and / or communication strategies designed to inform constituencies.

### Job Level
- **Entry**
  - **Professional Concepts**: Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

### Job Code
- 4339
- 4338
- 4337
- 0348
- 0269

### Tracking Code
- AO811
- AO812
- AO813
- AO893
- AO814

### Per. Program
- PSS
- PSS
- PSS
- MSP
- MSP

### FLSA
- Non-Exempt
- Non-Exempt
- Exempt
- Exempt

### Job Title
- Federal Government Rel Profl 1 OP ONLY
- Federal Government Rel Profl 2 OP ONLY
- Federal Government Rel Profl 3 OP ONLY
- Federal Government Rel Profl 4 OP ONLY
- Federal Government Rel Profl 5 OP Only

### Job Summary
- Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.

### Job Function
- Federal Government Relations

### Category
- Professional

---

**Page 1 of 6**

**Last Revised:** 12 May 2016
<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Resp 02</td>
<td>Coordinates meeting logistics between institutional and outside constituencies.</td>
<td>May research various topics and gather relevant data to inform unit strategic plans.</td>
<td>Develops and implements governmental relations activities, programs, events and / or communication strategies designed to inform external constituencies of institutional priorities, programs, activities, policies, and practices. Key constituencies include policymakers and staff, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.</td>
<td>Projects include government and / or industry lobbying efforts.</td>
<td>Projects include government and / or industry lobbying efforts.</td>
</tr>
<tr>
<td>Key Resp 03</td>
<td>For staff in Government / Community Relations: reads, interprets and / or provide basic analysis of routine legislation and tracks legislation.</td>
<td>Prepares and / or assists in preparing written and visual materials.</td>
<td>May research various topics and gather relevant data to inform unit strategic plans, keeping management informed as necessary and providing input as required.</td>
<td>May oversee aspects of complex external relations programs, projects and events, including coordinating special programs and overseeing production of written or audio / visual materials.</td>
<td>Identifies communication needs and develops informational materials and / or programs / events to inform key constituencies about university's priorities, policies, programs, services and activities.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>May provide support to mobilize third party advocates on policy and budget related matters.</td>
<td>Reads, interprets and / or analyzes routine legislation and informs senior staff of issues of interest or concern; tracks legislation, regulations, laws; and maintains files and lists of relevant external constituencies.</td>
<td>May mentor less experienced staff members.</td>
<td>Quickly and appropriately identifies, addresses, and / or mitigates unforeseen and / or rapidly unfolding events that may be an opportunity or negatively impact relationships between the university and various constituencies, keeping senior management appropriately informed.</td>
<td>Plans, executes, and evaluates the overall effectiveness of broad based information and communications programs designed to further university's priorities and goals, making revisions and changes as necessary, to ensure on-going improvements and enhancements.</td>
</tr>
<tr>
<td>Key Resp 05</td>
<td>Basic knowledge of the institution, its mission, vision, goals, achievements, policies, and infrastructure.</td>
<td>Responds to constituent inquiries.</td>
<td>May mentor less experienced staff members.</td>
<td>Mentors less experienced staff members.</td>
<td></td>
</tr>
</tbody>
</table>
Job Family: Governmental Relations

Job Summary: Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.

Job Function: Federal Government Relations

Category: Professional

Job Level: Entry

Intermediate

Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of constituencies.

Ensures compliance with applicable federal, state and/or local laws, regulations and/or rules, standards and guidelines.

Monitors and interprets federal and state legislation and/or proposed actions by government.

Keeps senior administration informed of potential institutional impact.

Monitors and interprets federal and state legislation and/or proposed actions by government and advises senior management of potential campus impact.

Bachelor’s degree in related area and/or equivalent experience/training.

Bachelor’s degree in related area and/or equivalent experience/training.

Bachelor’s degree in related area and/or equivalent experience/training.

Bachelor’s degree in related area and/or equivalent experience/training.

Bachelor’s degree in related area and/or equivalent experience/training.
## Job Summary
Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.

## Job Level
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

## Education
- 3
- 4

## Licenses
- 1
- 2
- 3
- 4

## Certifications
- 1
- 2
- 3
- 4

## Special Conditions
- 1
- 2
- 3
- 4

### KSA 01
**Organizational skills include ability to meet deadlines.**

- Basic knowledge of the institution, its mission, vision, goals, achievements, policies, and infrastructure.
- Thorough knowledge of concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- Advanced knowledge of the university, its vision, mission, goals, objectives, achievements, issues and infrastructure.
- Expert, thorough, in-depth knowledge and understanding of all aspects of the university, its priorities, vision, mission, goals, objectives, infrastructure, history, long-range strategic plans, issues, accomplishments and awards.

### KSA 02
**Written, verbal and interpersonal skills, including political acumen to effectively represent the institution to a variety of constituencies.**

- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of constituencies.
- Thorough knowledge of the university, its mission, goals, objectives, programs, achievements, infrastructure and issues.
- Advanced knowledge of assigned area of responsibility.
- Expert knowledge and understanding of issues in higher education, research, and/or healthcare and university related issues including those issues that may directly impact the institution.

### KSA 03
**Analytical and critical thinking skills.**

- Organizational skills include meeting deadlines; and event planning skills.
- Thorough written, verbal and interpersonal communications skills and political acumen to effectively represent the campus.
- Advanced knowledge of issues in higher education, research, and/or healthcare and university related issues including those issues that may directly impact the institution.
- Expert knowledge of internal and external constituencies, including their composition and areas of concern.

### KSA 04
**Applicable computer skills.**

- Written, verbal and interpersonal skills, including political acumen to effectively represent the institution.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and perceived issues.
- Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of internal and external constituencies to achieve institutional objectives.
- Expert knowledge of the principles and concepts of building and maintaining effective relationships with external constituencies to achieve institutional goals.
**Job Summary**

Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSA 05</td>
<td></td>
<td></td>
<td></td>
<td>Advanced</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and external constituencies.</td>
<td>goals and objectives.</td>
</tr>
<tr>
<td>KSA 06</td>
<td></td>
<td></td>
<td></td>
<td>Advanced written, verbal, and interpersonal communication skills, including ability to produce information that is appropriately presented and effectively received by target constituencies.</td>
<td>Expert level written, verbal, and interpersonal communication skills, including attentive listening skills and skill to ascertain constituency perception.</td>
</tr>
<tr>
<td>KSA 07</td>
<td></td>
<td></td>
<td></td>
<td>Active listening skills, including advanced critical thinking and analytical skills.</td>
<td>Expert skill to quickly identify and develop strategies to effectively communicate the institution's message.</td>
</tr>
<tr>
<td>KSA 08</td>
<td></td>
<td></td>
<td></td>
<td>Advanced project management skills, including ability to plan and implement successful events.</td>
<td>Expert skill to recognize potential areas of constituency concern and to effectively address, resolve and / or mitigate problems or issues.</td>
</tr>
<tr>
<td>KSA 09</td>
<td></td>
<td></td>
<td></td>
<td>Advanced knowledge of the legislative process, including procedures and the budget and appropriations processes.</td>
<td>Expert knowledge of all aspects of the legislative and political process, and expert skill to correctly and appropriately read, interpret, understand and respond to proposed legislation, including writing effective position statements and drafting proposed legislation.</td>
</tr>
<tr>
<td>KSA 10</td>
<td></td>
<td></td>
<td></td>
<td>Advanced skills to read, interpret, understand and respond to pending and proposed legislation, including skills to write effective position statements and draft proposed legislation.</td>
<td></td>
</tr>
</tbody>
</table>
Job Family | Governmental Relations | Job Summary | Involves relationship management and activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of the university on a systemwide basis. Key constituencies include policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies.
---|---|---|---
Job Function | Federal Government Relations | Category | Professional
---|---|---|---
Job Level | Entry | Intermediate | Experienced | Advanced | Expert
---|---|---|---|---|---
KSA 13
KSA 14
KSA 15
Environment | Office setting, governmental forums and various campus and external venues. | Office setting, governmental forums and various campus and external venues. | Office setting, governmental forums and various campus and external venues. | Office setting, governmental forums and various campus and external venues. | Office setting, governmental forums and various campus and external venues.
Career Path 1 | Federal Government Relations Prof 2 | Federal Government Relations Prof 3 | Federal Government Relations Prof 4 | Federal Government Relations Prof 5 | Federal Government Relations > Federal Government Relations > Supervisory and Management
Career Path 2
Career Path 3
Career Path 4
Career Path 5
Career Path 6