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Job Level

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<tbody>
<tr>
<td>Job Title</td>
<td>State Government Rel Prof 1 OP ONLY</td>
<td>State Government Rel Prof 2 OP ONLY</td>
<td>State Government Rel Prof 3 OP ONLY</td>
<td>State Government Rel Prof 4 OP ONLY</td>
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<td>FLSA</td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
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</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.

- Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

- Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

- Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

- Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

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 third party advocates and other internal and external constituencies of programs, activities, policies and practices, key external audiences with particular emphasis on policy makers and administrative and legislative audiences of University positions on bills. Under the direction of a supervisor or manager, helps develop contacts that advance University initiatives.

- Implements events and / or communications strategies designed to inform third party advocates / trade groups / constituencies of programs, activities, policies, and practices, and administrative and legislative audiences of University positions on bills. Initiates contacts and develops relationships with internal and external audiences that ensure that efforts have maximum impact. Assists governmental relations team in implementing and advocating for university priorities and programs using governmental relations skills and / or communications strategies designed to key external audiences with

- Uses skills as a seasoned, experienced professional with a full understanding of practices as well as University priorities. Help plan, develop and implement strategies for government relations, legislative and advocacy strategies for internal constituents, third party advocates, and University partners. This may include specifically developing and advancing policy positions through liaisons with governmental staff. Assignments typically include coverage on a wide range of issues and include developing relations with external audiences, third party advocates, campus representatives and other

- Uses advanced concepts and University objectives to resolve highly complex issues and pursue the University’s legislative agenda. Plans, develops and implements government relations, legislative and advocacy strategies for internal constituents, third party advocates, and the University’s partners to advance UC legislative objectives. Assignments are typically complex or large and include controversial (significant, high profile) and / or politically sensitive issues or content (that are critical to the institution), requiring significant discretion and leadership.

- Having wide-ranging experience, administers, oversees, or performs work involved in establishing and maintaining the highest level relationships between the university and its many constituents, including policymakers, government relations officials, university leadership, campuses, interest groups and associations, external stakeholders, advocates, general public as well as university based constituencies. Constituencies typically include the most influential and powerful government and University representatives.
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<td></td>
<td></td>
<td>particular emphasis on policymakers.</td>
<td>constituencies.</td>
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<tr>
<td>Key Resp 01</td>
<td></td>
<td>Under direct supervision, assists in implementing programs and/or communication strategies designed to inform constituencies and represent University interests.</td>
<td>Under general supervision, implements noncomplex programs, events and/or communication strategies designed to inform constituencies of institutional priorities, programs, policies, and practices and to represent University interests before administrative and legislative bodies; constituencies include policymakers, 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 managing a major part of the University's legislative portfolio or policy or budget lobbying efforts.</td>
<td>Using institutional knowledge, designs, develops and implements short and long-term strategic plans, governmental relations activities programs, events, and activities.</td>
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<tr>
<td>Key Resp 02</td>
<td></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 constituencies of institutional priorities, programs, activities, policies, and practices; 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.</td>
<td>Projects include government lobbying efforts, including working with University officials and third party interest groups to affect positive change.</td>
</tr>
<tr>
<td>Key Resp 03</td>
<td></td>
<td>For Staff in Government/Community Relations: reads, interpret and or provide basic analysis of routine legislations 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 all aspects of complex programs, projects, initiatives and events, including coordinating legislation or special programs, and overseeing production of materials that advance the University’s mission.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td></td>
<td>Helps develop positions on routine</td>
<td>May coordinate meeting or events</td>
<td>May mentor less experienced staff</td>
<td>Identifies, addresses, and mitigates</td>
</tr>
</tbody>
</table>
## Job Summary

Involves activities associated with reaching, serving, and engaging external constituencies through programs, events, products, and services not primarily related to fundraising, and all aspects of legislative affairs, including managing a legislative portfolio of bills of interest to the University as a whole from a systemwide perspective, representing the University and testifying before legislative and administrative bodies, managing and coordinating requests from legislative and administrative clients, and serving as a conduit for University officials seeking to reach out to external constituencies. Constituencies include state elected officials, state administrators, legislators, legislative staff, campus officials, other universities, alumni, local community interests, parents, as well as the general public.

## Key Responses

<table>
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<tr>
<th>Key Resp 05</th>
<th>May provide support to mobilize third party advocates on policy and state fiscal budget related matters.</th>
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<tbody>
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<td>Key Resp 06</td>
<td>Keeps senior administration informed of potential campus impact of proposed government / community actions.</td>
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<tr>
<td>Key Resp 07</td>
<td>Ensures compliance with applicable state and / or local laws, regulations, and / or rules, standards and guidelines.</td>
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<tr>
<td>Key Resp 08</td>
<td>Ensures compliance with applicable state and / or local laws, regulations, and / or rules, standards and guidelines.</td>
</tr>
<tr>
<td>Key Resp 09</td>
<td>Provides expert advice and counsel to all relevant groups, including senior management at system and campus levels regarding all aspects of the legislative process, as well as general issues of concern in higher education, including those issues that may directly impact the University.</td>
</tr>
<tr>
<td>Key Resp 10</td>
<td>Works with University leaders to develop proactive initiatives and responses to state legislative or regulatory matters.</td>
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### Job Function
State Government Relations

### Category
Professional

### Key Resp 15
Education 1
Bachelor's degree in related area and / or equivalent experience / training.

Education 2
Master's degree preferred.

Education 3
Bachelor's degree required in related area and / or equivalent experience and training.

Education 4
Master's degree preferred.

License 1
Bachelor's degree required in related area and or equivalent experience / training.

License 2
Bachelor's degree required in related area and or equivalent experience / training.

License 3
Bachelor's degree required in related area and or equivalent experience / training.

License 4
Bachelor's degree required in related area and or equivalent experience / training.

Cert 1
Bachelor's degree required in related area and or equivalent experience / training.

Cert 2
Bachelor's degree required in related area and or equivalent experience / training.

Cert 3
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Cert 4
Bachelor's degree required in related area and or equivalent experience / training.

Spec Cond 1
Bachelor's degree required in related area and or equivalent experience / training.

Spec Cond 2
Bachelor's degree required in related area and or equivalent experience / training.

Spec Cond 3
Bachelor's degree required in related area and or equivalent experience / training.

Spec Cond 4
Bachelor's degree required in related area and or equivalent experience / training.

### KSA 01
Organizational skills including the 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 mission, goals, objectives, achievements, issues of concern and infrastructure.
Expert, thorough, in-depth knowledge and understanding of all aspects of the campus, its mission, vision, goals, objectives, infrastructure, history, long-range strategic plans, current issues of concern, 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, programs, achievements, infrastructure, and issues of concern.
Advanced knowledge of assigned area of responsibility, for example, the campus scientific community.
Expert knowledge and understanding of general issues in higher education and campus specific issues.

### KSA 03
Analytical and critical thinking skills.
Organizational skills including meeting deadlines; event planning skills.
Thorough written, verbal and interpersonal communications skills and
Advanced knowledge of issues of concern in higher education.
Expert knowledge of external and campus constituencies, including their...
<table>
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<tr>
<th>Job Family</th>
<th>Governmental Relations</th>
<th>Job Summary</th>
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<tbody>
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<td>Job Function</td>
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<td>political acumen to effectively represent the campus.</td>
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<td>KSA 04</td>
<td></td>
<td>Applicable computer skills. Written, verbal and interpersonal skills, including political acumen to effectively represent the institution.</td>
<td>Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advise management as required, and propose effective strategic resolutions.</td>
<td>Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of internal and external constituencies.</td>
<td>Expert knowledge of the principles and concepts of building and maintaining effective relationships with external constituencies to achieve institutional goals and objectives.</td>
</tr>
<tr>
<td>KSA 05</td>
<td></td>
<td>Analytical and critical thinking skills. Skill in project management, including event planning and meeting deadlines.</td>
<td>Advanced written, verbal, and interpersonal communication skills, including skill 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>
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<tr>
<td>KSA 06</td>
<td></td>
<td>Applicable computer skills. Thorough knowledge of public policy.</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>
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</tr>
<tr>
<td>KSA 07</td>
<td></td>
<td>For staff in Government / Community Relations: basic knowledge of public policy and the legislative process.</td>
<td>Thorough knowledge and understanding of the legislative process and how these activities can/will impact the campus and strong skills in reading and interpreting proposed legislation.</td>
<td>Skill to recognize potential areas of constituency concern and address, resolve and/or mitigate problems or issues.</td>
<td>Expert level analytical and decision-making skills, sound judgment and highly developed political acumen.</td>
</tr>
<tr>
<td>KSA 08</td>
<td></td>
<td>Strong written skills to produce effective position statements and draft proposed legislation.</td>
<td>Advanced project management skills, including skills to plan and implement successful events.</td>
<td>Expert skill to recognize potential areas of constituency concern and skill to effectively address, resolve and/or mitigate problems or issues.</td>
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<tr>
<td>KSA 09</td>
<td></td>
<td>Advanced knowledge of the legislative process, including organization 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</td>
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## Job Family
**Governmental Relations**

## Job Function
**State Government Relations**

## Category
**Professional**

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<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>
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<td>KSA 11</td>
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<td>KSA 12</td>
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<td>KSA 13</td>
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<td>KSA 14</td>
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<td>KSA 15</td>
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## Environment
- Office setting, governmental forums and various campus and external venues.
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## Career Path 1
- **State Government Relations Prof 2**
- **State Government Relations Prof 3**
- **State Government Relations Prof 4**
- **State Government Relations Prof 5**
- State Government Relations > Supervisory and Management

## Career Path 2
- State Government Relations > Supervisory and Management

## Career Path 3

## Career Path 4

## Career Path 5

## Career Path 6