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*Arnold Schwarzenegger,  
Governor*



State of California  
Health and Human Services  
Agency

## **Employment Opportunity**

Assistant Director, Legislation (Exempt)

Permanent-Full Time

Position Number: 813-052-0160-001

(\$7,261 - \$7,852)

### **Department of Rehabilitation**

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

### **Assistant Director, Legislation**

Under the administrative direction of the Chief Deputy Director, the Assistant Director of Legislation is directly responsible for all Legislative functions that affect the Department. Specific responsibilities include:

- Tracks and coordinates the analysis of both federal and state legislation.
- Develops and coordinates responses to proposals and submits to the Health and Human Services Agency and the Governor's Office. Negotiates revisions to these proposals and represents the department at meetings and hearings.
- Responds to inquiries from legislators regarding constituent issues and policy matters.
- Gathers input and develops proposals for Department sponsored legislation.
- Represents the Department at legislative hearings and provides testimony.
- Educates departmental staff regarding the legislative process and how to prepare legislative analyses and develop legislative responses.

### **Desired Qualifications:**

Extensive knowledge of the legislative process and experience in reviewing and developing proposals including department sponsored legislation. Knowledge of principles & practices of policy formulation & development. Experience in providing testimony for legislative bodies. Ability to advocate for the Department at the Legislature and with other stakeholders. Demonstrate effective written and verbal communication skills and possesses strong analytical and critical thinking skills. Ability to work both independently and collaboratively with all levels of staff.

### **Submit Standard State Application (Std 678) and Resume to:**

Department of Rehabilitation  
Attn: Georgianna Wells  
721 Capitol Mall  
Sacramento, CA 95814

### **Final Filing Date: Until Filled**

The Standard State Application can be found by copying the following address to your Internet browser: (The address below does not function as an electronic link)

<http://www.spb.ca.gov/employment/>