

**DEPARTMENT OF CONSUMER AFFAIRS  
INVITES APPLICATIONS FOR THE POSTION OF  
ASSISTANT DEPUTY DIRECTOR  
LEGISLATIVE AND REGULATORY REVIEW  
610-300-5019-001  
\$5,948.00 - \$6,467.00 (per month)  
EXEMPT LEVEL P2**

The Division of Legislative and Regulatory Review (Division) serves as a resource on Department of Consumer Affairs' (DCA) legislative matters and represents the Department's legislative positions. The Division works closely with board and bureau staff and advocates public policy affecting consumers. The Division regularly advises the Director on all proposed DCA regulations impacting public health, safety and welfare.

**POSITION DESCRIPTION:**

Under the direct supervision of the Deputy Director, Legislative and Regulatory Review, the incumbent assists the Deputy Director in fulfilling multiple and simultaneous program demands. The Assistant Deputy Director functions as the alternative representative of the Deputy Director, Legislative and Regulatory Review, to advocate the needs and interests of the Department and consumers before the Legislature. The incumbent also provides day-to-day managerial oversight, and policy oversight and development.

**DESIRABLE QUALIFICATION(S):**

1. Experience involving sensitive intergovernmental relations and analytical studies of legislation.
2. Experience making legislative contact and representing a specified interest in the legislative process.
3. Experience developing legislative concepts based on client policies and strategic initiatives.
4. Basic understanding of consumer protections and the Department of Consumer Affairs' mission, role and responsibilities.
5. Demonstrated ability to work cooperatively with representatives from other state and federal agencies, outside constituency groups and the Governor's office.
6. Strong written and verbal communication skills.
7. Negotiation skills.
8. Willingness to travel outside the Sacramento area.

**WHO MAY APPLY:**

This is an exempt position; interested applicants must submit an appointment application online with the Governor's Office ([http://gov.ca.gov/s\\_appointmentsapplication.php](http://gov.ca.gov/s_appointmentsapplication.php)). Any questions regarding the position can be directed to Tonya Corcoran at (916) 574-8200.

**FINAL FILING DATE:** Until filled

**SPECIAL REQUIREMENTS:**

This position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830).