

EMPLOYMENT OPPORTUNITY
State of California
State Council on Developmental Disabilities (SCDD)
1507 21st Street, Suite 210
Sacramento, CA 95811
916.322.8481
916.443-4957(fax)

Legislative and Public Information Manager

CLASSIFICATION: Legislative and Public Information Manager, 1 Position
TENURE/TIME BASE: Exempt, Full-Time
LOCATION: Sacramento, CA
OFFICE: SCDD, Headquarters
SALARY RANGE: \$4,424-\$5,499 (Exempt Level P4). This position is being reviewed by CalHR to be established at \$6,155-\$6,652 (Exempt Level P1) per month.
FINAL FILING DATE: Close of Business, Monday, February 24, 2014
CONTACT: Szandra Keszthelyi (Szandra.Keszthelyi@scdd.ca.gov)

This is an exempt position appointed by Governor Edmund G. Brown Jr. Interested applicants should submit: (1) A cover letter describing your relevant experience, (2) a completed standard state application form, STD. 678, (3) a resume, (4) a writing sample, and (5) the name and telephone number of at least three references to:

Szandra Keszthelyi, Personnel Officer
State Council on Developmental Disabilities: Personnel
1507 21st Street, Suite 210
Sacramento, CA 95811

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities (the Council) is an independent state agency mandated by federal and state law to pursue systemic change, capacity building, advocacy to promote a consumer and family-based system of services and supports for people with developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities to maximize their self-determination, independence, productivity, and inclusion in all facets of community life. The Council consists of 31 voting members, all of whom are appointed by the Governor. The Legislative and Public Information Manager helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et. seq.).

The Legislative and Public Information Manager, under the general supervision and direction of the Deputy Director of Policy and Planning, is responsible for providing legislative and public information support to the Council. The Legislative and Public Information Manager is appointed by and serves at the pleasure of the Governor. Duties include, but are not limited to the following:

A. Job Duties:

- Review, evaluate state and federal legislative, budgetary, regulatory and other public policy proposals; and identify priority issues of interest to the Council.
- Prepare a legislative bi-annual platform for consideration by the Legislative and Public Policy Committee and Council.
- Prepare analyses and recommend positions for consideration by the Legislative and Public Policy Committee and Council.
- Provide staff support to the Legislative and Public Policy Committee including, but not limited to, establishing meeting schedules, developing agendas and packets, preparing committee minutes and conducting follow-up activities based upon committee direction.
- Draft correspondence on legislation, state budget, and other public policy issues for review by the Deputy Director and Council chairperson's approval.
- Serve as a Council liaison to legislative representatives and staff.
- Plan and coordinate meetings with other agencies, stakeholders and partners regarding various public policy issues related to the Council's mission.
- Attend legislative hearings, meetings, and other forums relative to legislation and other public policy issues of interest to the Council.
- Respond to legislative inquires.
- Prepare and present requested reports to the Deputy Director, Executive Director, and the Council.
- Assist in the development of Council meeting agendas and packets relative to legislative, public policy and public information issues.
- Plan, organize, and direct public information activities and related Council actions and priorities, including, but not limited to production of newsletters, brochures, press releases, web-site, and other media sources. Coordinate public information activities with the local area boards.

A. Job Duties - continued:

- Assist in the preparation of speeches for the Council and Executive Director as requested.
- Serve as a liaison to media outlets promoting and highlighting the positive contributions of people with developmental disabilities and their families.
- Perform other duties as required in support of the Council's mission.

B. Supervision Received:

The Legislative and Public Information Manager works under the general supervision and direction of the Deputy Director of Policy and Planning.

C. Supervision Exercised:

The Legislative and Public Information Manager exercises no supervision, however may serve as lead staff to others on some projects.

D. Administrative Responsibility:

The Legislative and Public Information Manager performs various administrative duties as assigned by the Deputy Director of Policy and Planning.

E. Personal Contacts:

The Legislative and Public Information Manager interacts with legislators, legislative staff, the public, State administrative and program officials, Council members, Council committee and task force members, and staff.

F. Actions and Consequences:

The Legislative and Public Information Manager is critical to the success of the Council in meeting its State and Federal statutory requirements concerning public policy advocacy and outreach.

G. Other Information:

The Legislative and Public Information Manager is committed to further the mission of the Council to promote the self-determination, independence, productivity, and inclusion in all aspects of community life for people with developmental disabilities. The Legislative and Public Information Manager should have a working knowledge of the legislative process and the developmental disabilities services system, including an understanding of legislative, budgetary, regulatory, and other public policy issues. The Legislative and Public Information Manager should have the ability to draft and analyze legislative and budget proposals; maintain a working relationship with other agencies and groups in the system; work extended hours; be free to travel; and function effectively and cooperatively as an integral part of a professional organization.