



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LEGISLATIVE REPRESENTATIVE

Group-Section: External Affairs Office	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 53 Job Code #: Y09
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JOB SUMMARY

The Legislative Representative is the journey level position responsible for assisting with the implementation of Metropolitan's state or federal legislative program. Maintains liaison with key staff in the State or Federal Legislature and maintains information on legislation and regulations to help promote and protect Metropolitan's near and long-term legislative, regulatory and policy objectives. These positions are located at either the Sacramento or Washington D.C. offices.

OVERSIGHT

Oversight Received: Receives direction from the Executive Legislative Representative.

Oversight Given: May act as a lead. May coordinate and review general work assignments of employees performing at the same level or below as the lead on a day-to-day basis. Oversight responsibilities may involve assisting employees in solving problems and providing instructions on work procedures.

JOB DUTIES

1. Maintains liaison with state or federal legislative staff to promote and protect Metropolitan's near and long-term legislative and policy objectives.
2. Attends legislative hearings, agency meetings and workshops, and association meetings as requested to monitor legislation and regulatory actions and prepare summary reports for Metropolitan staff.
3. Analyzes and monitors state or federal legislative and administrative actions that affect water supply availability, water quality, hydroelectric power, financing, and other key issues to ensure that Metropolitan's strategic goals and objectives are met.
4. Advocates under supervision, Metropolitan's interests before the executive, legislative and regulatory branches of state or federal government to promote and protect Metropolitan's near and long-term legislative policy objectives and programs.
5. Helps manage the implementation of an effective legislative outreach program to ensure Metropolitan's positions are communicated in a consistent, timely, and effective manner, including managing a library of outreach materials.

6. As directed, responds to requests for information on legislative matters and administrative actions from elected officials and staff, Board members, member agencies, and Metropolitan staff to maintain the liaison necessary to promote Metropolitan strategic goals and objectives.
7. Prepares PowerPoint presentations and other materials, as directed, on legislative issues to ensure that interested parties, including management, member agencies, and the Board of Directors are well informed on state or federal legislative and regulatory issues impacting Metropolitan.
8. May testify at state and federal legislative hearings as needed.
9. Provides transportation support as needed for Metropolitan sponsored tours or visits to the Sacramento and/or Washington D.C. offices.
10. Performs other duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Certificates:

- None

Licenses:

- Valid driver's license from state of residency equivalent to a California Class C that allows you to drive in the course of your employment.

Registrations:

- None

Required Knowledge of: Legislative process and calendar; Lobbying laws and requirements; Elected officials and staff.

Required Skills and Abilities to: Monitor, analyze, and track legislation effectively; Effective verbal and written communication; Strong organizational skills and ability to keep track of multiple tasks and pay attention to details; Strong interpersonal skills; and Knowledge of Excel and PowerPoint.

Job Title: Legislative Representative

Job Code: Y09

Effective: 6/26/2022

Adopted: 12/13/2006

Revised: 10/24/2022

Supersedes: 06/23/2013

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Desirable Qualifications: Knowledge of urban, agricultural, and environmental water issues.

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.