



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL LEGISLATIVE REPRESENTATIVE

<b>Group-Section:</b> External Affairs Office	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 62 <b>Job Code #:</b> 022
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### JOB SUMMARY

Under the direction of the Executive Legislative Representative and the Assistant General Manager, External Affairs, the Principal Legislative Representative will assist in implementing Metropolitan's state or federal advocacy program. Responsibilities include representing Metropolitan's interests before the State Legislature or U.S. Congress. Maintains liaison with elected representatives and high-level officials in Congress or the State Legislature to 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.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

**Technical Specialist:** Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

**Project Manager:** Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

## **OVERSIGHT**

**Oversight Received:** Receives direction from the Executive Legislative Representative, and Assistant General Manager, External Affairs.

**Oversight Given:** Acts as a lead. Coordinates and reviews 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. Advocates Metropolitan's interests before the executive, legislative, and regulatory branches of the state or federal government to promote and protect Metropolitan's near- and long-term legislative policy objectives and programs.
2. Analyzes and monitors state and/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.
3. Participates in activities involving the dissemination of information and materials to state and/or federal elected officials in Sacramento or Washington D.C., to ensure that elected officials are well-informed in an effective and timely manner.
4. Delivers presentations on legislative issues to ensure that interested parties, including management, member agencies, and the Board of Directors are well informed on state and/or federal legislative and regulatory issues impacting Metropolitan.
5. Testifies at state and/or federal legislative hearings as required. Represents Metropolitan at official meetings to enhance Metropolitan's standing and acceptance of legislative regulatory issues and policy programs.
6. Assists the General Manager, Assistant General Manager, External Affairs or Executive Legislative Representative, in the development and implementation of external programs, plans, and strategies to ensure that a consistent and coordinated message is presented to state/federal elected officials.
7. Advises the Board and management on the political ramifications of Metropolitan's actions to ensure that consistent and deliberative decision-making takes place.
8. Participates in the development of an effective legislative and public outreach program in Metropolitan's service area, including Sacramento and/or Washington D.C., to ensure Metropolitan's positions are communicated in a consistent, timely, and effective manner.
9. Maintains contact with trade associations, other utilities, and business groups by

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representing Metropolitan at meetings of those groups to promote and protect Metropolitan's goals and objectives.

10. May manage the day-to-day operations in the absence of the Executive Legislative Representative.
11. Provides transportation support as needed for Metropolitan sponsored tours or visits to the Sacramento and/or Washington D.C. offices.
12. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and eight 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:** Federal and/or state legislative process; Federal and/or state elected officials; Regulations and laws applicable to area of responsibility; Local government policies and planning and permit processes.

**Required Skills and Abilities to:** Prepare a variety of correspondence and reports to advocate Metropolitan's position before the appropriate executive, legislative, and regulatory branches of state or federal government; Persuasively argue for Metropolitan's programs, projects, and policies; Effectively communicate with diverse groups with competing interests; Prepare and deliver written updates and/or oral presentations to management, member agencies, the Board of Directors, elected officials, and civic and business leaders; Manage a portfolio of complex legislative issues; Facilitate and organize broad base support for a number of high-profile state and/or federal legislative initiatives and capital improvement projects; Negotiate legislative solutions that promote a reliable water supply for Southern California, protect Metropolitan's financial integrity, and protect Metropolitan's water supply infrastructure; Negotiate solutions with local governments, member agencies and the public, regarding Metropolitan programs.

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

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### **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.