



Classification: Staff Services Manager I (Specialist)
Title: Government Relations and Advocacy Manager
Permanent, Full-Time
Salary: \$6,124.00 - \$7,608.00*
Posted: April 21, 2021
Final Filing Date: Until Filled

NOTE: Salaries do not reflect recent changes necessitated by the unanticipated budget shortfalls arising from the COVID-19 pandemic. Information for actual reductions of salaries is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>.

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering approximately \$3 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

Highlights of the Job

Under the general direction of the Executive Director and Chief Deputy Director, the Staff Services Manager I (Specialist) functions as the Government Relations and Advocacy Manager for the California Student Aid Commission. The incumbent is responsible for managing legislation, special projects and leading key programs and functions within the department, including serving as a project manager and logistical lead for events, policy briefings, and other related work with community audiences. Develop and advance advocacy positions and strategies to achieve organization goals and adapt strategy to changing conditions. Engage with key national partners on critical federal policy issues and serve as government relations liaison between the Commission and the US Department of Education on federal legislative activities. Duties include managing advocacy initiatives that educate and engage stakeholders to support the Commission's policy priorities and help advance these efforts through a variety of online and offline strategies; lead various Commission led workgroups; facilitate listening sessions; work closely with staff in multiple programs; provide leadership in federal and state advocacy coalitions; monitoring, researching, and analyzing federal and state laws, regulations, policies and proposed legislation; advises and makes recommendations to the Commission, Executive Director, and Chief Deputy Director regarding proposed federal and state legislation; presents at conferences, forums, and similar events; and responds to requests and inquiries from state and national agencies and financial aid associations.

Preferred Qualifications

- Experience in monitoring federal legislative proposals.
- Experience in writing bill analysis, bill amendments, and position letters.
- Effective written and verbal communication skills.
- Strong facilitation skills.
- Ability to think critically and develop, analyze, and recommend solutions or alternatives.
- Ability to communicate with a variety of audiences, including policymakers, community-based organizations and other stakeholders.
- Ability to deal with multiple tasks with changing priorities and provide outstanding customer service.
- Strong analytical skills.
- Proficiency in Microsoft Suite software packages.
- Strong organizational skills.
- Ability to work well independently.
- An ability to perform well under pressure on time-sensitive and high priority projects.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills relate to the primary duties of this position. The SOQ should be typed in 12-point Arial font and be no more than one page in length. Cover letters and résumés are not considered an SOQ. Please clearly state on your document "Statement of Qualifications." Applications received without an SOQ will be rejected.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the Staff Services Manager I classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Staff Services Manager I position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [Staff Services Manager I](#) classification. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #20-062**, **JC-248682**, **Position #270-730-4800-XXX**, Staff Services Manager I, in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), and Statement of Qualifications, submission of a résumé is optional. Applications and Statements of Qualifications will be accepted **Until Filled**. Electronic submission of applications and Statements of Qualifications may be completed through your CalCareer account at www.jobs.ca.gov. Please contact the Personnel Office at (916) 464-8910 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission
P.O. Box 3210
Ranch Cordova, CA 95741-3210
Attn: Personnel-Recruitment

CA Student Aid Commission
11040 White Rock Road
Rancho Cordova, CA 95670
Attn: Personnel-Recruitment

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE,, GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Manager I (Specialist)
Working Title:	Government Relations and Advocacy Manager
Position Number:	270-730-4800-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	April 15, 2021
Effective Date:	TBD

Function (Summary of Responsibilities):

Under the general direction of the Executive Director and Chief Deputy Director, the Staff Services Manager I (Specialist) functions as the Government Relations and Advocacy Manager for the California Student Aid Commission. The incumbent is responsible for managing legislation, special projects and leading key programs and functions within the department, including serving as a project manager and logistical lead for events, policy briefings, and other related work with community audiences. Develop and advance advocacy positions and strategies to achieve organization goals and adapt strategy to changing conditions. Engage with key national partners on critical federal policy issues and serve as government relations liaison between the Commission and the US Department of Education on federal legislative activities. Duties include managing advocacy initiatives that educate and engage stakeholders to support the Commission's policy priorities and help advance these efforts through a variety of online and offline strategies; lead various Commission led workgroups; facilitate listening sessions; work closely with staff in multiple programs; provide leadership in federal and state advocacy coalitions; monitoring, researching, and analyzing federal and state laws, regulations, policies and proposed legislation; advises and makes recommendations to the Commission, Executive Director, and Chief Deputy Director regarding proposed federal and state legislation; presents at conferences, forums, and similar events; and responds to requests and inquiries from state and national agencies and financial aid associations.

Reporting Relationships:

Reports directly to the Chief Deputy Director.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 45% Serves as the Commission liaison on federal and state legislative activities. Monitors legislative proposals and activities relating to Commission programs. Manages special projects and leads key programs and functions within the department, including serving as a project manager and logistical lead for events, policy briefings, and other related work with community audiences. Develop and advance advocacy positions and strategies to achieve organization goals and adapt strategy to changing conditions. Manage advocacy initiatives that educate and engage stakeholders to support the Commission's policy priorities and help advance these efforts through online and offline strategies. Track, analyze, and advocate on legislation, administrative, and regulatory policy. Writes bill analyses, bill amendments, position letters, and other background information pertaining to legislation.
- 30% Engage with key national partners on critical policy issues and serve as government relations liaison between the Commission and the US Department of Education on federal legislative activities. Prepares legislative reports and updates for the Commission, its advisory bodies, and various constituents. Responds to requests and inquiries from state and national agencies and financial aid associations. Advises the Commission, Executive Director, and Chief Deputy Director on proposed legislation's possible effects on departmental programs and the consequences and results of proposed and new amendments of federal and state legislation affecting Commission programs. Presents briefings to Commission staff on all significant legislative developments. Independently performs complex research and policy analysis of legislation, regulations, and policies impacting State processes, Commission programs, California students, and financial aid partners.
- 20% Lead various Commission led workgroups and facilitate listening sessions. Provide leadership in federal and state advocacy coalitions. Coordinates research to respond to constituent inquiries received by the Executive Director from the California Congressional Delegation offices, or other agencies. Responsible for making presentations at conferences and events. Writes legislative updates for the Commission's meetings and other publications. Prepares Commission agenda items and presents at Commission meetings. Performs other varied and confidential duties and projects at Executive Director's discretion.

Non-Essential Functions

5% Other duties as necessary. These duties may include acting as backup for the Director of Government Affairs in the fulfillment of any of that position’s duties when needed.

CELL PHONE: This position is required to have a cell phone as you may be working out of the office on many occasions.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee’s work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.