GOVERNMENT AFFAIRS SPECIALIST

A. CLASS DEFINITION

Under general supervision, the Government Affairs Specialist initiates, prepares, interprets, reviews and monitors legislation and administrative regulations affecting the Port in coordination with the Port's senior management and legislative lobbyist, legislators, legislative staff and other governmental staff at the local, regional, state and federal levels. The incumbent will be involved in significant participation in local city council issues and initiatives as they relate to the Port of Oakland and its activities. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This journey-level position reports to the Manager, Governmental Affairs. The incumbent interacts with legislators and other public agencies and monitors legislation and administrative regulations affecting the department. The incumbent works with other government agencies engaged in similar work, industry groups, business and civic organizations on issues and projects affecting department-related industries.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Develops and maintains ongoing effective contact with local elected officials and their staffs.

2. Reviews and analyzes legislation and regulatory actions that may affect the Port and transmits information to Port staff, lobbyists, local, state and federal legislators, and legislative staff as appropriate.

3. Represents the Port's position on legislation, as appropriate, to special interest groups, local, state and federal agencies and legislative representatives.

4. Drafts correspondence and other Port-related documents for outside distribution.

5. Works with Government Affairs staff on strategizing, designing and implementing advocacy efforts in support of key Port projects and initiatives.

6. Attends legislative/regulatory hearings and meetings as well as meetings with key stakeholder groups.

7. Writes and disseminates information to Port Governmental Affairs Department's external and internal clients.

8. Assists in the review of environmental documents and strategizes for successful project outcome.

9. Supports the state and federal legislative program.

10. Establishes and maintains regular contact with special interest groups related to Port operational and business needs, including community groups, environmental groups, school districts, corporate executives and industry representatives in support of the legislative program.

11. Develops and manages the process for providing legislative information to appropriate Port department managers and division directors.
12. Performs other duties as assigned by the Manager.

C. **KNOWLEDGE, SKILLS AND ABILITIES**

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Legislative processes at the local, state and federal levels.
- Legislation formats and language.
- English grammar and principles of developing legislative language.
- Environmental impact review process.

Ability to:

- Analyze, interpret and write legislative language.
- Work effectively with numerous rules, regulations and protocols.
- Collect, integrate and synthesize information to choose appropriate options.
- Negotiate and persuade in order to reach compromises or gain support.
- Research and identify funding and reimbursement sources.
- Communicate effectively in orally and in writing.
- Develop funding proposals.
- Deal effectively with diverse audiences, including community groups, environmental groups, school districts, corporate executives and industry representatives.

D. **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports and other documents; to have fine motor control to manipulate a keyboard; and to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. In meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information. The incumbent must have eye, hand, and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. **WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing this job.
The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

F. **EDUCATION AND EXPERIENCE**

This position requires a combination of education and experience reflecting possession of the required knowledge and skills. A typical combination would include a bachelor's degree in government, political science, communications or a related field, PLUS at least five years of increasingly responsible professional experience in governmental relations.

G. **OTHER CHARACTERISTICS**

1. This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the airport.

2. Must possess a valid California Class C driver's license at the time and for the duration of appointment.

3. Willingness to work overtime and evenings.

4. Willingness to travel to regional offices of elected officials as well as to Sacramento and Washington, DC

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