

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: LEGISLATIVE AND POLICY ANALYST

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Legislative and Policy Analyst provides tactical and operational support through policy tracking, research, materials preparation, communications, and updates on legislative changes; supports functions related to identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child; conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation;; arranges and attends meetings with local, regional, state, and federal elected officials; helps develop and maintain relationships with key city and county agencies and organizations; supports Santa Clara County Office of Education internal departments by preparing materials, reports, focusing on cross-departmental collaboration; serves as an external liaison.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Coordinates communication and helps build partnerships with key city and county community-based organizations and government agencies supporting senior leaders and internal SCCOE departments.
- Reviews, analyzes, and creates summaries of city and county board and committee agendas, proposed actions, referrals, and budget allocations to identify measures affecting public education and the whole child for cabinet, executive services, and the Office of the Superintendent.
- Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the Office of the Superintendent and supporting senior leaders in understanding legislative and policy implications.
- Monitors the budget process of city, county, state, and federal government agencies and departments and helps identify opportunities for advocacy.
- Attends or monitors hearings and meetings and provides written or verbal comments upon request.
- Assists in drafting summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation and policies.

- Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations acting as liaison for the Superintendent and Executive Services.
- Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions to inform internal departments and senior leadership.
- Responds to inquiries and shares relevant information about SCCOE programs and projects.
- Works with various SCCOE departments to provide information and resources in response to constituent inquiries and to support cross-departmental collaboration on policy issues. .
- Assists in drafting the agenda, slides, talking points, and materials for the SCCOE Joint Legislative Advisory Committee (JLAC).
- Prepares and files lobbying reports with the Fair Political Practices Commission (FPPC) for the purpose of ensuring compliance.
- Coordinates contracts related to Government Relations including scheduling meetings and helping to supervise activities, deliverables, and projects.
- May assist in planning and organizing lobby days at the local, state, and federal level, including helping to schedule, develop materials and talking points, and create graphics and flyers that will be used.
- Drafts talking points and prepares directors in the Executive Services Division, The Office of the Superintendent, and the County Superintendent for meetings.
- Coordinates with the Public Affairs Department on press releases, alerts, and conferences related to legislation, projects, and policy priorities.
- Supports development and implementation of special projects and priority initiatives.
- Supports executive operations by providing operational assistance to the Office of the Superintendent and Executive Services, including research, drafting summaries, scheduling, preparing materials, supporting events and logistics, and representing SCCOE in informational and supportive roles.
- Serves as a liaison between lobbyists, elected officials and their staff, external partners and organizations to Executive Services, the Office of the Superintendent and the County Superintendent.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

- City and county policy and referral processes, deadlines, and rules.
- State legislative process, deadlines, and rules.
- City, county, state, and federal budget process, deadlines, and rules.
- Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.
- Educational and social issues and their impact on public education.
- Oral and written communication skills, including persuasive, informative or expository, and technical writing.
- Diplomacy skills using tact, patience and courtesy.
- Strategic thinking and planning. Relationship management and development
- Operation of a computer and assigned software, including PowerPoint, excel, and use of graphic design templates.
- Development of policy proposals and general political strategy.
- Educational and social issues and their impact on schools, youth, and public education.
- Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ABILITY TO:

- Research policies, legislation, and studies.
- Manage multiple projects and deadlines.
- Prioritize tasks based on deadlines and importance
- Engage in critical listening to understand priorities and directions.
- Work independently while maintaining regular contact with supervisor.
- Maintain regular communication and positive working relationships with key government agencies and community-based partners.
- Communicate concisely and effectively both verbally and in writing.
- Read and understand legislation and policy.
- Engage in critical thinking and analysis of proposed legislation and policies.
- Establish and maintain cooperative and effective working relationships with others.
- Articulate and summarize complex information in a way that is concise and accurate.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work well under pressure.
- Maintain confidentiality.
- Occasionally travel long distances to attend meetings and public hearings.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Bachelor's degree in education, educational leadership, government, public policy, communications, public affairs, or related field and three years of increasingly responsible experience directly related to this position, at a government agency, nonprofit organization, school district, county office of education, or business that is directly engaged in education or health policy making.

LICENSES AND OTHER REQUIREMENTS:

- Fluency in Spanish or Vietnamese preferred.
- Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

HAZARDS:

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: November 9, 2022

Revised: 12/10/25



Marisa Perry

Date: 12/10/25

Director III – HR / Classified Personnel Services