

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: SENIOR LEGISLATIVE AND POLICY ANALYST

#### BASIC FUNCTION:

Under the supervision of an assigned administrator, the Senior Legislative and Policy Analyst supports in identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child, such as health, behavioral health, early learning and childcare, nutrition, transportation, and housing; conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation, including slides, graphics, and flyers; arranges and attends meetings with local, regional, state, and federal elected officials; provides public comment at hearings and meetings upon request; helps develop and maintain relationships with key city and county agencies and organizations; upholds the SCCOE's vision and mission.

#### 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.

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.

Reviews, analyzes, and creates summaries of state legislation to identify measures affecting public education and the whole child.

Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the Government Relations Department.

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.

Writes letters conveying the position of SCCOE on legislation, policies, proposed projects and budget actions, and referrals.

Assists in drafting bill mockups, writing summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation.

Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations.

Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions.

Responds to inquiries and shares out relevant information about SCCOE programs and projects.

Works with various SCCOE departments to provide information and resources in response to constituent inquiries.

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.

Assists 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 helps prepare the Executive Director of Government Relations 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.

Maintains the SCCOE “brand” and honors the mission and vision of the organization.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**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.

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.

**ADVANCED SKILL IN:**

Organization of multiple projects and ability to manage and meet critical deadlines.

Prioritizing tasks based on deadlines and their importance to the County Superintendent and Executive Director of Government Relations.

Strategic thinking and planning.

Concise writing and verbal communication.

Using quantitative and qualitative data to persuade.

Researching policies, legislation, and studies related to public education and whole child issues.

Relationship management and development.

**ABILITY TO:**

Manage multiple projects and deadlines.

Engage in critical listening to understand priorities and directions.

Work independently while maintaining regular contact with the Executive Director of Government Relations.

Maintain regular communication and positive working relationships with key government agency and community-based partners.

Communicate 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 knowledge of the intersectionality of race, equity, and inclusion.  
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 a plus, but not required.  
Valid California driver’s license.  
Ability to meet California state requirements to become a registered lobbyist.

**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.

Approved by Personnel Commission: November 9, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 11/9/22