

LEGISLATIVE REPRESENTATIVE, 9482

Summary of Duties : Represents the Harbor Department at meetings of the Los Angeles City Council or other governmental and civic committees, agencies, and boards; examines the effect of proposed legislation on Department or City interests and promotes legislation beneficial to the City or the Department; and does related work.

Distinguishing Features : A Legislative Representative is responsible for acting as a liaison with legislative and civic organizations. The work requires a broad understanding of Departmental and City policies, trends, programs, and objectives. Most assignments are received in general terms, and work is reviewed through written and oral reports of activities and through the general effectiveness of the legislative coordination program.

Examples of Duties : Attends meetings of legislators, officials, administrators, and other governmental and civic groups concerned with City, County, State and Federal legislation affecting the City or the operation, finance or revenue of the Harbor Department; contacts individual legislators, officials, administrators, and leaders of groups to obtain support for the Department's or the City's position; encourages beneficial legislation; informs management of attitudes, proposals, and actions of City, County, State and Federal authorities and agencies; occasionally attends sessions and committee hearings of the California legislature, the United States Congress, and other State and Federal agencies and bureaus on matters of interest to the Department; arranges special activities with legislative groups or individuals for the purpose of briefing on Port subjects;

Examines proposed legislation to determine the effect on City or Departmental activities; suggests sending technical, financial, and legal experts to hearings and committee meetings; arranges meetings between legislators and City representatives for discussion of pending legislation; keeps informed of the activities and progress of private and municipally-owned utilities, municipalities, political subdivisions, and civic organizations on matters which affect the City; works with legislative representatives of other agencies to share suggestions, promote joint actions, compile data, and devise presentations on matters which are mutually beneficial;

Investigates complaints received from the public by City, County, State and Federal officials and resolves problems with Department divisions or individuals involved; prepares replies to complaints and informs interested officials of actions taken; organizes and conductstours of Department facilities for civic and governmental officials; may prepare and present educational talks to groups; may participate in other Department programs concerned with community relations activities; and may occasionally be assigned to other duties

for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the organization, functions, objectives, and major operating rules, policies, procedures, and agreements of the Harbor Department; a good knowledge of City Charter provisions, ordinances, and City Attorney opinions affecting the Harbor Department; a good knowledge of the organization of the City of Los Angeles, including the functions and interrelationships of its departments; a good knowledge of the activities of other publicly and privately owned utilities, municipalities, political subdivisions, and civic organizations; a good knowledge of County, State, and Federal legislation affecting the operation and control of a large port authority; a good knowledge of the sources of information on proposed and pending legislation; a working knowledge of the legislative methods, techniques, and procedures of the City Council and other political subdivisions; a general knowledge of operating, financial, and legal problems and trends among large municipal agencies; the ability to deal tactfully and persuasively with elected officials, commissioners, administrators and others in advocating the Department's position on legislative matters; the ability to analyze proposed legislation and plan and carry out effective strategies in promoting the Department's position on legislative matters; and other necessary abilities and personal qualifications.

One year of full-time experience in a position at least at the level of Senior Administrative Assistant in legislative analysis or legislative advocacy.

Appointment to a position in this class is subject to a one year probationary period as provided in Section 109 of the City Charter.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform lifting up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.