

Legislative Representative 9482

TASK LIST 2026

1. Attends meetings of legislators, officials, administrators, and other governmental and stakeholder groups concerned with local, city, county, regional, state, and federal legislation, regulation, funding and policies affecting the City or the operation, finance, and revenue of the Department in order to protect and advance its interests and policy objectives.
2. Attends and/or monitor sessions and committee hearings of the Los Angeles City Council, the California Legislature, the United States Congress, as well as other local, state, and federal agencies/bureaus on matters of interest of the Department in order to protect and advance its policy objectives.
3. Contacts legislators, staff, officials, administrators, and stakeholder groups to obtain support for City and Department positions; and to promote beneficial legislation and build relationships to effectively advance the Department's interests and policy objectives.
4. Apprises management of attitudes, proposals, and actions of local, city, county, regional, state, and federal authorities and agencies in order to ensure informed policy decisions.
5. Evaluates and tracks proposed legislation, regulations, and funding opportunities; analyze their impact on City or Departmental activities; and coordinate the development of positions or applications in order to advance the Department's interests and policy objectives.
6. Coordinates the appearance of technical, financial, and legal experts at hearings and committee meetings; and arranges meetings between legislators and City representatives in order to facilitate the discussion of pending legislation and regulation and to inform policy makers.
7. Investigates inquiries and supplies information requested by local, city, county, regional, state, and/or federal officials in order to build relationships and to inform policy makers.
8. Prepares correspondence, replies to inquiries, briefing papers, and position letters in order to communicate the Department's advocacy objectives and secure beneficial policy outcomes.
9. Organizes and conducts facility tours for civic and government officials; and presents briefings and educational talks to various groups in order to promote public awareness of the Department's operations and priorities.
10. Organizes and coordinates the work of Department employees and contractors on matters of governmental legislative or regulatory interest in order to ensure a coordinated response to legislative and policy issues.