



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR LEGISLATIVE REPRESENTATIVE

<b>Group-Section:</b> External Affairs Office	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 58 <b>Job Code #:</b> YC67
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### JOB SUMMARY

The Senior Legislative Representative position is responsible for assisting with the implementation of Metropolitan's state or federal advocacy program by helping secure support from legislators and stakeholders for Metropolitan's positions on legislative and policy issues of high importance. The Senior Legislative Representative plays an important role in helping inform federal, state, and local legislators and stakeholders about legislative proposals and their effects on Metropolitan programs, facilities, operations, and activities. This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information. These positions are located at either the Sacramento or Washington D.C. offices.

This classification is an alternative to the management track for advancement and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

**Technical Specialist:** Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

**Project Manager:** Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

### OVERSIGHT

**Oversight Received:** Receives direction from the Executive Legislative Representative.

**Oversight Given:** Acts as a lead. Coordinates and reviews general work assignments of employees performing at the same level or below as the lead on a day-to-day basis. Oversight responsibilities may involve assisting employees in solving problems and providing instructions on work procedures.

## **JOB DUTIES**

1. Advocates Metropolitan's interest before the executive, legislative, and regulatory branches of the state or federal government to promote and protect Metropolitan's near and long-term legislative policy objectives and programs.
2. Analyzes and monitors state or federal legislative and administrative actions that affect water supply availability, water quality, hydroelectric power, financing, and other key issues to ensure that Metropolitan's strategic goals and objectives are met.
3. Participates in activities involving the dissemination of information and materials to state and federal elected officials to ensure that elected officials are well-informed in an effective and timely manner.
4. Prepares presentations and reports on legislative issues to ensure that interested parties, including management, the member agencies, and the Board of Directors are well informed on state or federal legislative and regulatory issues impacting Metropolitan.
5. Testifies at state or federal legislative hearings as needed. Represent Metropolitan at official meetings to enhance Metropolitan's standing and acceptance of legislative regulatory issues and policy programs.
6. Assists the Executive Legislative Representative in the development and implementation of external programs, plans, and strategies to ensure that a consistent and coordinated message is presented to state or federal elected officials.
7. Participates in the development of an effective legislative and public outreach program in MWD service area to ensure Metropolitan's positions are communicated in a consistent, timely, and effective manner.
8. Maintains contact with trade associations, other utilities, and business groups by representing Metropolitan at meetings of those groups to promote and protect Metropolitan's goals and objectives.
9. Provides transportation support as needed for Metropolitan sponsored tours or visits to the Sacramento and/or Washington D.C. offices.
10. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and six years of relevant experience.

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Effective: 06/26/2022

Adopted: 10/24/2022

Revised: N/A

Supersedes: N/A

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## **Certificates, Licenses and Registrations Requirements**

### **Certificates:**

- None

### **Licenses:**

- Valid driver's license from state of residency equivalent to a California Class C that allows you to drive in the course of your employment.

### **Registrations:**

- None

**Required Knowledge of:** Federal and/or state legislative process; Federal and/or state elected officials; Regulations and laws applicable to area of responsibility; Local government planning and permit processes.

**Required Skills and Abilities to:** Analyze legislative or regulatory issues, prepare and present information succinctly in written and oral reports; Strong written communications and ability to prepare correspondence and reports to advocate Metropolitan's positions; Effective communication skills and ability to persuade others; Strong organizational skills and ability to track and manage a complex portfolio of legislative issues and processes.

**Desirable Qualifications:** Knowledge of urban, agricultural, and environmental water issues.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

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