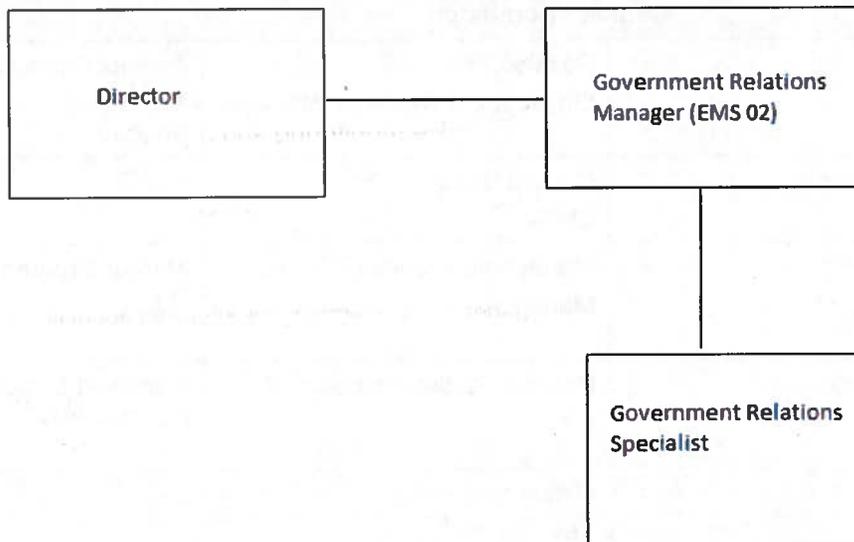


Exempt Position Description

For assistance completing this form, contact your Human Resource office.

Position Information		
Action: Establish <input type="checkbox"/> Update <input checked="" type="checkbox"/> If update, indicate change:	Position Title: Government Relations Manager	Exempt Class Code (e.g., B1234): B9604
Date Last Reviewed (If existing position): 9/22/15	Current Band: EMS4	EMS4
Position Number/Object Abbreviation: 0012	Management Code (P/M/C): Management	Market Segment (e.g., HR, IT):
Exempt Citation (RCW) and Heading: 43.19.011 (2) (C)	Prior Evaluation Points/JVAC: n/a	Proposed Evaluation Points/JVAC: n/a ✓
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Incumbent's Name (If filled position):	Address Where Position Is Located: 1500 Jefferson St. SE	
Agency/Division/Unit: Exec	Supervisor's Name and Title: Chris Liu, Director	
Supervisor's Position Number: 0002/71025753	Supervisor's Phone: (306) 902-9201	
Organizational Structure		
Summarize (one or two sentences) the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).		
<p>The Department of Enterprise Services (DES) was created to provide centralized leadership in efficiently and cost-effectively managing resources necessary to support the delivery of state government services. The mission of DES is to deliver innovative, responsive, cost-effective and integrated solutions and services to meet the diverse needs of our customers.</p> <p>The Government Relations Program within DES coordinates the agency's intergovernmental and external relations. The purpose of the program is to coordinate and manage the agency legislative program; other governmental activities with federal, state, tribal, and local government; and specific relationships with customers, partners, and stakeholders to support the agency mission.</p> <p>The Government Relations Manager Reports to the agency director.</p>		





Position Objective

Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

As the Government Relations Manager:

Develops and executes the legislative agenda for the agency in collaboration with agency partners, the Governor's office, legislators, and federal officials in alignment with the agency's mission. This includes directing legislative strategy, developing, or managing the development of agency request legislation, and guiding agency legislation through the legislative process. The Government Relations Manager also assists with implementation of newly enacted legislation as needed and the coordination of legislative reports.

The position participates in maintaining federal, local and tribal government relationships/partnerships. The position will be relied on to provide expert counsel on state and federal legislative processes and government relations issues.

Special project assignments are standard for all exempt employees. Often these extend or expand on work generated or requested through above activities.

Primary Responsibilities

Describe the position's primary responsibilities and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

- Participate in planning, leading, organizing, and controlling the work performed by the organization.
- Inform legislators and other elected officials, legislative staff, customer agencies, colleague agencies, and stakeholders about agency agenda. Monitor federal and local government legislative processes and advise the Director, Deputy Directors, and Executive Management on issues pertinent to the agency and state. Work closely with the Governor's policy office and coordinates with the Governor's national government relations office as directed.



- Influence the progress of bills through the state legislative process. Develop and coordinate the development of agency request legislation. Collaborate with the agency finance office in development and advocacy of agency budget decision packages to better align budget and policy.
- Work with communications, budget, and strategic planning and policy functions of the agency to help set and align priorities and public policy affecting the agency, customer agencies, and the public.
- Design and manage internal agency legislative processes, including bill implementation, legislative reports, staff trainings, bill tracking and analysis, and legislative monitoring and reporting.
- Communicate with legislators, tribes, colleague agencies and other customers to ensure that their business needs are met. Relationships built through this function have a significant impact on the agency's reputation with customers, stakeholders and elected officials. Develop approaches for local and tribal government engagement.
- Provide ongoing communication within the agency to keep management and employees informed about time-sensitive or relevant developments.
- Participate in intergovernmental outreach efforts.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

This position directly impacts agency internal and external policy development and decision-making regarding numerous policy decisions that include: setting legislative priorities (at federal, state and local levels), working with the Finance Office to craft state capital and operating funding strategies, and developing programs (internal and external) for implementation of the agency's priorities. This position has great influence in policies related to advancing the agency's goals via external partners that include federal, state, local and private entities.

This position influences, advises and works with the Executive Management Team to implement and communicate legislative policy, is a point of contact with state, local, and federal agencies. The position also counsels and prepares the Director, executive management, and key partners to engage in advocacy to promote the agency's priorities.

The position must understand and track a range of communications tactics, key habitat conservation programs, public funding and policy opportunities and uses his or her discretion to cultivate advocates for the agency.

Explain the major decision-making responsibilities this position has full authority to make.

The position holds decision-making responsibilities in development of strategy and providing direction to staff across the agency. In addition, the position advises the executive management team and external partners on legislation and strategic options for involvement in successfully utilizing opportunities that advance the agency's mission.

Identify those actions this position takes to their manager for a decision.

The position reports to the Director on his or her priorities for the agency and advances requests that may include decisions on strategic alignment, diagnosing opportunities for engagement with high level officials that includes the Governor, Members of Legislature, federal authorities and tactical assessments of the work.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- N/A

Other financial influences/impacts.

- Collaborates with the agency finance office in the development of agency budget decision packages and



related request legislation. Recommends strategy for communicating the agency's budget objectives and for responding to legislator and staff informational requests during budget negotiations. Coordinates the agency fiscal note process.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

1 FTE – WMS Government Relations Specialist

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Knowledge of:

- Agency mission, direction, programs, and initiatives.
- Statutes affecting the agency.
- Political and inter-agency relationships at all levels of government.
- Rules governing, free speech and expressive activities.
- Public Disclosure Commission reporting requirements.
- General government and legislative budget processes.
- Other state agency relationship(s) to agency business.
- Local government relationship(s) to agency business.
- Tribal government relationship(s) to agency business.
- Federal government relationship(s) to agency business.
- Community issues and interests.

Experience in:

- Program development
- Employee and team management.
- Policy analysis
- Issue advocacy

Skills:

- Analyze and make recommendations on public policy and legislation with regard for impacts the agency, programs, executive branch and other stakeholders.
- Interpret, write and amend legislation, policy and rules.
- Provide ongoing communication within agency to keep management and employees informed about time-sensitive or relevant developments.
- Evaluate audience composition and associate their interests and agency goals.
- Communicate, negotiate and build consensus effectively with the legislative, executive branch and stakeholders.
- Manage diverse professional and support staff.
- Present complex issues to senior management and facilitate decision-making.
- Facilitate communication in the agency to respond promptly to policy issues.
- Strategize best approaches in the legislative process.

Requirements:

- Participate actively as a member of the Management Team and other.
- Maintain the highest standards of personal/professional and ethical conduct.



- Assure appropriate and optimum use of the organization's resources and enhance the effectiveness of employees through timely appraisal and professional development opportunities.
- Support effective communications throughout the organization.
- Establish program credibility with internal and external stakeholders.
- Maintain respect, integrity and discretion in conversations, negotiations and general decision-making.
- Participate actively as a member of the Management Team and other.
- Maintain the highest standards of personal/professional and ethical conduct.
- Assure appropriate and optimum use of the organization's resources and enhance the effectiveness of employees through timely appraisal and professional development opportunities.
- Support effective communications throughout the organization.
- Establish program credibility with internal and external stakeholders.
Maintain respect, integrity and discretion in conversations, negotiations and general decision-making.
- Communicate proactively with Director, Deputy Directors, Management Team and others.
- Respond promptly to both internal and external requests for information or analysis.

Other:

- Safety: Understand, follow and enforce agency safety policies and other standards established to maintain a safe work environment. Identify unsafe practices and develop strategies to minimize accidents or hazards within your program. Ensure reported injuries, accidents or hazards are investigated or reviewed. Report or address injuries, accidents or hazards immediately.

Preferred/Desired Education, Experience, and Competencies.

Bachelor's degree and five years of combined legislative and community experience.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Uncertain hours often before or after traditional workday and on weekends.

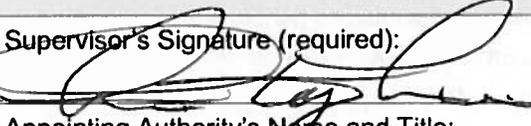
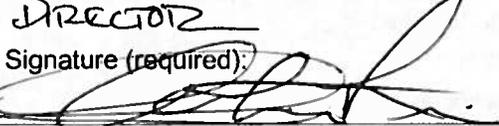
Working Conditions

Work Setting, including hazards:	Position's assigned duty station is in Olympia, Washington. Work is performed almost exclusively indoors in an office environment. While in an office setting, incumbent does not come in contact with any hazardous chemicals other than standard surface cleaners and adhesives.
Schedule (i.e., hours and days):	Incumbent is expected to schedule their time within a typical 40-hour workweek. However, incumbent is expected to adjust schedule and work additional hours as needed to meet business demands and deadlines. The incumbent must be available to work extended or long hours as determined by the workload, without compensation beyond the established salary.
Travel Requirements:	Position requires some travel. Travel includes traveling between the agency's work locations as well as other state agency locations. Occasional overnight travel may be necessary to attend or present at conferences both in state and out of state.
Tools and Equipment:	Office duties require use of standard office furniture and equipment (desks, files, cabinets, computer, phone, fax machine and copy machines, etc).
Customer Relations:	Requires frequent contact with customers (staff, agency managers, supervisors, and external customers). Incumbent has rare contact with angry and/or distraught customers and stakeholders.
Other:	



Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 22 Sep 2015	Supervisor's Signature (required): 
Date: 22 Sep 2015	Appointing Authority's Name and Title: DIRECTOR Signature (required): 
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only

Approved Class Title:	Class Code:	Salary Band:	Effective Date:
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:
County Code:	Business Area:	Personnel Area (FEIN):	

Cost Center Codes

COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:	HR Designee's Title:	HR Designee's Signature:			
Date:	Budget Designee's Name:	Budget Designee's Title:	Budget Designee's Signature:			

