

### **DESCRIPTION OF JOB**

This position develops and manages the Department of Human Services' legislative program to ensure the programmatic goals of the Department and its bureaus and offices are achieved. The position is a member of the executive team charged with managing the Department's communications with members of the W. Va. Legislature and U.S. Congress and with influencing statutory changes impacting the Department's management of the state's health and human resources.

### **SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT ALL INCLUSIVE**

- Keep the Secretary's Office current and fully informed on all state and federal legislative matters;
- Engage with the secretary, deputy secretaries, general counsel, and bureau commissioners to identify legislative needs and formulate legislative proposals for submission to the Governor's Office;
- Proposes strategies to amend and improve statutes and legislative rules;
- Responsible for building legislative interest and understanding of legislation introduced by the Department annually;
- Establish and manage key relationships with other state agencies, elected officials at all levels, and advocates to maintain day-to-day understanding of state activities and possible impact to the Department;
- Maintain a constant presence developing, building, and expanding relationships with public officials in the Capitol building as the Department's main point of contact;
- Identify and secure bill sponsors and create educational fact sheets and documentation in support of legislative and budget initiatives;
- Communicate the Department's positions on bills to members of the Legislature, and ensure effective oral and written communication with key legislators, particularly those on the Department's committees of reference;
- Respond to requests from legislators and legislative staff in a timely and professional manner;
- Provide weekly legislative updates to Department staff during the legislative session;
- Attend and participate in legislative liaison meetings to maintain close coordination with other state agencies and the Governor's Office on all legislative issues;
- Identify, develop, and lead strategic policy initiatives to advance department goals in collaboration with the secretary, deputy secretaries, general counsel, and bureau commissioners;

- Engage with various boards and commissions of the Department and other agencies to determine legislative needs or advice on policy directions;
- Represent the Department's interests on state legislative matters with external stakeholders;
- Coordinate with and coach Department staff to prepare for appearances at legislative committees or other meetings and hearings;
- Work with the Department's Budget Director to develop strategies to achieve the Department's financial goals by securing passage of its budget requests;
- Coordinate and assist the Budget Director with fiscal notes, and develop communications on fiscal impacts as necessary;
- Assist in analyzing, researching, and formulating official legislative testimony, PowerPoint presentations and talking points;
- Periodically testify before the Legislature on the Department's behalf;
- Monitor federal legislative proposals and policies; and
- Oversee timetable and drafting of bills, rules, annual reports, and legislative audit responses.

**MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

1. Four years of professional experience in a governmental, public affairs, or business organization with primary responsibility for the research, development, planning and review of legislative and/or regulatory programs.

AND

2. Must be admitted to the practice of law in the state of West Virginia.

**PREFERRED QUALIFICATIONS**

- Understanding of the functions of the Department of Human Services and its role in state government
- Understanding of the state's legislative process
- Understanding of federal and state laws, policies, and issues affecting the Department
- Experience advocating complex issues on behalf of an entity at the Legislature
- Experience drafting statutes, legislative rules, annual reports, and audit responses
- Understanding of the principles of public administration
- Experience developing and implementing public policy
- Proficiency in oral and written communication
- Ability to problem solve and execute decisions
- Ability to work in a complex political environment
- Excellent government relations, negotiation, and consensus building skills
- High energy, maturity, independent judgment, and leadership skills