

## Position Description

<b>HRS USE ONLY</b>	
<p><b>Direct Supervision:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Conflict of Interest (COI) Designated:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Mandated Reporter:</b> <input checked="" type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Not Applicable</p>	<p><b>Classification Reviewer</b> _____ AC _____</p> <p><b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt</p>

**Mandated Reporter Per CANRA**  YES  NO *(HRS to determine)*

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note:** A current and accurate Position Description is required for each staff position and must be on file in Human Resource Services. The Position Description should be completed by the supervisor with the assistance of the incumbent. After completion, the Position Description should be reviewed, signed, and dated by the employee, the supervisor, and the appropriate Vice Chancellor prior to submission to Human Resource Services.

**Please check one:**                      New Position                       Existing Position

<b>Date:</b>	June 12, 2024
<b>Department:</b>	Office of Federal Relations
<b>Employee Name:</b>	
<b>Current Classification:</b>	MPP Administrator IV
<b>FLSA Status:</b> <i>(exempt or non-exempt)</i>	Exempt
<b>Working Title:</b>	Assistant Vice Chancellor, Federal Relations
<b>Time Base:</b>	Full-time
<b>Supervisor Name:</b>	Greg Saks
<b>Supervisor Title:</b>	Vice Chancellor, External Relations and Communications

**I. PURPOSE OF POSITION:**

*State the basic purpose of the position in one or two specific statements.*

The Assistant Vice Chancellor (AVC), Federal Relations is the chief strategist and lead advocate representing the interests of the California State University system before the executive and legislative branches of federal government. Under the general direction of the Vice Chancellor for External Relations and Communications, the AVC Federal Relations works with the Board of Trustees, Chancellor, and senior leadership across the

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university to develop federal legislative priorities and seek federal appropriations. Federal Relations teams with legislative liaisons from the 23 CSU universities to advance the CSU’s collective priorities and promote the value of investment in higher education.

The AVC, Federal Relations serves as a thought leader and strategic partner with higher education associations and other higher education systems and universities.

**II. MAJOR RESPONSIBILITIES:**

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). Percentage must total 100%.*

Responsibility	% of Time
Consult and advise university leadership about emerging federal issues with both direct and indirect impacts and serves at the main point of contact for elected officials, agency heads, and their staff. These impacts range broadly from regulatory matters to funding opportunities to special interest legislation.	30%
Lead the Board of Trustees, Chancellor’s Council, and campus presidents through the development of the system’s federal agenda and strategic priorities. Collaborate with subject matter experts and campus advocates to develop communications messaging and targeted outreach to advance those priorities.	20%
Represent the university and its interests through effective, proactive, and responsive interaction with higher education associations and interest groups with common objectives.	15%
Oversee the goals and objectives of the Office of Federal Relations, recruit, and coach the department team, and oversee budget and other management functions.	10%
Assist campuses with building relationships with federal agencies and seeking funding opportunities.	10%
Provide analysis, briefings, and educational training for Chancellor’s Office staff and campus liaisons.	10%
Assure CSU compliance with the Federal Lobbying Disclosure Act and identify regulatory changes that may result in university reporting requirements	5%

**III. CHANGES IN RESPONSIBILITIES:**

*What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties added and what did they replace? Did the new duties transfer from another employee? If so, which employee?*

**IV. LIST OF TASKS OR DUTIES:**

*Use action verbs such as type, install, direct, manage, process, file, coordinate, assist, and receive to describe what is done, with or for whom the action is taken, and purpose or outcome achieved. This list should support the major responsibilities indicated in Section II.*

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Lead the Office of Federal Relations by fostering a culture of service and developing a team that is trusted, respected, and committed to continuous improvement. Manage the department budget and operational functions.

Participate regularly in External Relations and Communications Division Senior Staff meetings; periodically attend and report at Board of Trustees meetings, Chancellor's Senior Leadership Council meetings, and Chancellor's Executive Council meetings - bringing forward emerging federal issues, making recommendations, and identifying national interest in CSU priorities and achievements.

Guide the process for formulating a systemwide federal agenda in consultation with Chancellor's Office and campus leadership with the objective of an articulated list of priorities for proactive pursuit in Washington.

Build a strategy for implementing the CSU federal agenda, through a range of activities that integrates with all areas of expertise and responsibility across the University Relations and Advancement Division.

Plan and implement the annual systemwide advocacy event to discuss key federal funding priorities and educate lawmakers about the quality of CSU academic programs, the caliber of CSU student scholars, and the achievements of our stellar faculty.

Develop CSU federal legislative recommendations, regulatory responses, and impact statements.

Review and analyze current legislation and regulations that affect higher education.

Build relationships with key leadership at the Department of Education and other federal agencies.

Meet with appropriate Congressional and Executive branch elected leaders and staff to discuss CSU priorities, issues and concerns.

Responds to inquiries (both from within the CSU and from external sources) about the CSU and its positions of matters of federal import.

Support campuses in seeking appropriations under special designations such as Hispanic Serving Institutions and Asian, Native American and Pacific Islander Serving Institutions and in pursuit of agency grants.

Initiate and maintain contact with representations of other related interest groups and entities regarding issues relevant to CSU concerns.

Support the elevation of exposure and reputation of the Chancellor, Presidents, and the CSU on a national stage.

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**V. SUPERVISION OF OTHERS:**

*List of individuals incumbent supervise. Indicate type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or indirect (acting in a lead capacity or assigning work).*

<b>Name</b>	<b>Classification Title</b>	<b>Type of Supervision</b>
Vacant	Legislative Director	Direct
Trevor Guthrie	Federal Relations Manager	Direct
Vacant	Policy Specialist	Direct
Greg Schuckman	Federal Agency Relations Manager	Direct

**VI. POSITION REQUIREMENTS:**

*A. List education and years of experience required. If applicable, include necessary certificates and licenses.*

Bachelor's degree required. Graduate degree preferred.

*B. List additional skills, knowledge, and abilities required for this position, and tell why it is required. Relate this requirement to the major responsibilities. Differentiate between skills that are required and skills that are preferred.*

A very strong background in relevant public policy advocacy is required. Experience should include at least 5 years of working directly on California and/or federal public policy matters or federal government systems (legislative and/or executive branches.)

A demonstrated knowledge of legislative, budget and appropriations processes and analysis at the federal level is required to assist with advancing the CSU's federal agenda.

Past success in managing individuals and teams effectively is required to provide leadership, mentoring and oversight for entire office.

Excellent written and oral communication skills are an essential component of being an effective advocate for the CSU.

The ability to deal with politically sensitive issues and maintain strict confidence is required.

Knowledge of computer research programs and network information services is important for all OFR employees.

The ability to initiate contact with and respond to relevant media, in coordination with the Chancellor's Office, will assist the CSU in its branding efforts and in assuring accurate portrayal of the system in the press.

Ability to work independently and take initiative on matters of greatest importance to the CSU through consultation with the Chancellor's Office.

Understanding that those that they work with are on Pacific Time and that unusual working hours are required.

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**Please note:** The Chancellor's Office policy requires that the successful candidate complete a full background check (including a criminal records check) prior to assuming this position.

**VII. SIGNATURES:**

*Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.*

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Incumbent's Signature

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Date

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Appropriate Administrator/Supervisor's Signature

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Date



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Greg Sato Jun 12, 2024 16:59 PDT

2<sup>nd</sup> Level Administrator Signature

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Jun 12, 2024

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Date

Employee Name: \_\_\_\_\_

**Attachment A**

***Complete for all positions***

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describes the extent of the specific activity performed in this position.**

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
O	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	O	Writing
N	Climbing	O	Performing Calculations
N	Crawling	F	Communicating Orally
N	Kneeling	O	Reasoning & Analyzing
O	Pushing/Pulling	O	Decision Making
F	Sitting		Other
N	Squatting		
O	Standing	Environmental Working Conditions	
O	Twisting (neck)	N	Exposure to variations in temperature/humidity
O	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
F	Manual dexterity	C	Working in normal office environment
O	Reach above/below shoulder	N	Uses specialized equipment
N	Using foot controls		Other
	Other		

Employee Name: \_\_\_\_\_

**Attachment B**

*Complete for MPP Positions Only*

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

1=Never Occurs    2=Seldom Occurs    3=Sometimes Occurs    4=Occurs Often    5=Almost Always Occurs

<p><b><u>Planning</u></b></p> <p><u>5</u> Forecast</p> <p><u>5</u> Set Program Goals</p> <p><u>3</u> Determine Budget Allocations</p> <p><u>3</u> Establish, Implement, Revise Policies</p> <p><b><u>Staffing</u></b></p> <p><u>5</u> Define Roles</p> <p><u>5</u> Give Input to Position Descriptions</p> <p><u>4</u> Determine Selection Criteria</p> <p><u>4</u> Recruit/Interview/Select</p> <p><u>3</u> Orient Staff</p> <p><b><u>Performance Evaluations</u></b></p> <p><u>4</u> Determine Performance Standards</p> <p><u>3</u> Authorize/Approve Awards</p> <p><u>3</u> Prepare Performance Evaluations</p> <p><u>3</u> Observe/Follow-Up on a Daily Basis</p> <p><u>3</u> Correct Work/Behavior Problems</p> <p><b><u>Organization</u></b></p> <p><u>5</u> Describe Relationships Between Functions</p> <p><u>5</u> Define Department/Divisional Structure</p> <p><u>5</u> Establish Priorities to Meet Goals</p> <p><u>2</u> Schedule Work for Employees</p> <p><u>2</u> Establish deadlines</p> <p><u>2</u> Implement procedures</p> <p><u>2</u> Determine work methods</p> <p><u>5</u> Balance multiple tasks/projects</p>	<p><b><u>Direction/Leadership/Supervision</u></b></p> <p><u>5</u> Educate</p> <p><u>5</u> Delegate</p> <p><u>5</u> Coordinate</p> <p><u>4</u> Coach/Train/Develop</p> <p><u>3</u> Recommend Formal Training</p> <p><u>5</u> Motivate</p> <p><u>3</u> Instruct/Demonstrate</p> <p><u>2</u> Schedule Staff/Readjust Schedule</p> <p><b><u>Employee Relations</u></b></p> <p><u>2</u> Initiate Corrective Action</p> <p><u>3</u> Authorize Formal Discipline</p> <p>Administer Collective Bargaining Agreements</p> <p><u>1</u> Prepares/Investigates Grievance Awards and Complaints</p> <p><u>1</u> Formulates/Represents University Position for Formal Grievances/Complaints</p> <p><b><u>Other</u></b></p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p> <p>_____ •</p>
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