

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: ES -01-2015	POSITION: Director of Legislative Affairs
POSITION GRADE & SERIES: ES-301-08/09	SALARY RANGE: \$87,418 - \$120,000 per annum
OPENING DATE: December 19, 2014	CLOSING DATE: December 30, 2014
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Office of the Attorney General Immediate Office 441 - 4 th Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:15 am - 4:45 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Excepted Service – At Will

INTRODUCTION: The Legislative Affairs and Policy Director contributes to the mission of the Office of the Attorney General by serving as a key member of the senior management team and working on the Attorney’s General’s short and long-term policy agenda. Serves as the primary liaison with the District of Columbia Council, state legislators, key stakeholders and advocacy groups and the Executive Office of the Mayor. This position reports to the Chief of Staff.

MAJOR DUTIES:

Provides leadership, planning and oversight of OAG’s legislative agenda before the Council and, on occasions, the Congress. Initiates, monitors, analyzes and tracks legislation, rulemakings and budget initiatives that impact or could impact the Office of the Attorney General and keep appropriate internal stakeholders apprised of any related bill activity, movement or amendments. Thoroughly briefs stakeholders on legislative or policy matters potentially impacting the Office of the Attorney General.

Provides assistance on a broad range of requirements and issues inclusive of managing special legislative projects, and ensuring timeliness of responses and imposed dates. Reviews critical legislative correspondence and special requests for information prior to submission.

Directs and completes projects and assignments which facilitate important policy decisions, as well as policy development, formulation, and implementation.

Conducts in-depth research and analysis of legislative issues. Prepares and reviews a variety of sensitive and complex reports; and researches work-plan and studies relative to OAG.

Develops procedures and processes to effectively evaluate problems and issues relating to legislative issues; offers alternative solutions to problems and concerns; and clarifies the intent of proposed legislation from the agency to the areas of concern.

Works proactively and cooperatively with appropriate staff and prepares Attorney General’s testimonies. Interfaces and coordinates with the appropriate agency and personnel, as necessary, to have proposed legislation and regulations legally certified for publication.

Prepares written testimony for legislative hearings, whenever OAG is the designated witness. Responds to questions for oversight and budget hearings before the Committee on the Judiciary. Drafts support or opposition letters for the Attorney General to enter into the record upon testimony. Responsible for processing requests from Council members on a variety of issues. Provides statistical analysis when needed.

Keeps the Attorney General apprised of long-term, developing, and emergency public safety related legislative issues.

Support and Coordinate with Deputy Mayors and agencies in achieving policy goals through effective legislation, communication troubleshooting, and oversight. Supervises the administration of the Office of Legislative Affairs and Policy, the selection and management of personnel (including contractors and consultants), including the selection of projects and programs to be evaluated, the development of research designs, the conduct of the research projects and preparation of written reports.

Assists in the transformation of the Attorney General's legislative directives into implementable public policy. Works with agency directors and staff in formulating goals and measurable objectives.

QUALIFICATIONS: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position.

Factor 1: Broad knowledge of the Office of the Attorney General's objectives, programs and goals. Comprehensive knowledge of laws, theories, policies, and practices of the Office of the Attorney General. Skills in interpreting and applying sound judgment, including regulations and practices, including agency.

Factor 2: Mastery of and in skill in conducting legislative/legal research in connection with the review and interpretation of current and proposed legislation regarding OAG issues.

Factor 3. Extensive knowledge of and skill in applying analytical and evaluative methods and techniques to resolve problems, conduct research, and make recommendations.

Factor 4: Ability to plan and coordinate multiple projects and project activities simultaneously that involve a combination of priorities. Ability to prepare long and short-term plans, goals, and objectives.

Factor 5: Excellent oral and written communication skills sufficient to provide clarification, interpretation, and other guidance on existing or proposed legislation.

****This position is subject to the Domicile Requirement:** Any person appointed to this position shall be domiciled in the District of Columbia or become a domiciliary in the District of Columbia within 180 days from the effective date of appointment, and shall remain a resident for the duration of the appointment. Failure to establish or maintain District of Columbia residency shall result in forfeiture of employment.

Interested individuals should remit a cover letter, a resume, ranking factor responses and salary history to:

Human Resources Section
Office of the Attorney General
for the District of Columbia Government
441 – 4th Street, NW, Suite 1100S
Washington, DC 20001
Attn: Doris Allen

Applications may be sent via e-mail to OAG.Recruitment@dc.gov

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