

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 2593500

Legislative Liaison, NS	18, 23	2593500
Legislative Coordinator, NS	23, M-1, M-2, M-3	2827150

Brief Description of Class

Legislative Liaisons, NS, participate in advancing an agency's legislative program.

Legislative Coordinators, NS, manage an agency's legislative program in conjunction with agency executives.

Distinguishing Characteristics

Legislative Liaison

The level of Legislative Liaison is determined by analyzing the following factors: agency size (small, medium, large, largest); number and variety of legislative proposals and their impact on agency's programs; and the level of the agency's Legislative Coordinator, NS.

18: is engaged in a moderately active legislative program in a small to medium size agency.

23: is engaged in the most active and varied legislative program in a medium to largest size agency.

Legislative Coordinator

Positions typically report to an agency's Counsel, NS, Executive Deputy Commissioner, NS, or Commissioner, OS. One position is typically classified per agency, and the level is determined by analyzing the following factors: agency size (small, medium, large, largest); number and variety of legislative proposals and their impact on agency's programs; and supervisory responsibility.

23: directs the legislative program for a small to medium size agency with a moderately active legislative program.

M-1: directs the legislative program for a medium to large size agency with a moderate to active and varied legislative program.

M-2: directs the legislative program for medium to large size agency with an active and varied legislative program; and supervises Legislative Liaisons, NS, or related positions.

M-3: directs the legislative program for a large or largest size agency with the most active and varied legislative program; and supervises Legislative Liaisons, NS, or related positions.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

Legislative Liaison

- Solicit legislative proposals from program directors and executive staff, produce documents summarizing proposals, and present them to the Legislative Coordinator, NS, or executive staff for approval.
- Draft legislative proposals from staff recommendations, and submit them for upper-level review.
- Distribute draft bills and memorandums of support to executive and legal staff, and other agencies for review; organize and summarize comments, and present them for upper-level review.
- Using legislative retrieval service systems, track the introduction and progress of bills, and circulate bills of interest to staff for comments.
- Analyze proposed legislation to assess impact on agency operations and make recommendations to executive staff.
- Research and respond to legislative inquiries from executive staff, public officials, interest groups, and the Executive Chamber.
- Draft reports summarizing actions taken by the Legislature, and distribute them to executive and legal staff.
- May supervise lower-level professional and support staff.

Legislative Coordinator

- Serve as the lead agency contact with the Executive Chamber, other agency

legislative contacts, the Legislature, and other groups interested in the agency's legislative program.

- Review draft bills, memoranda, and other documents, and with approval from executive and legal staff, put documents in final form for submission to the Executive Chamber.
- Consult with and deliver final bill drafts and memoranda to the Executive Chamber.
- Establish and maintain partnerships with various stakeholders, including local, State, and federal officials, to advance the agency's legislative program.
- Promote agency's legislative agenda by meeting with executives and other officials to discuss and explain goals of proposed legislation.
- Supervise professional and support staff assigned to the agency's legislative program.

Minimum Qualifications

18: bachelor's degree and two years of relevant experience.*

23: bachelor's degree and three years of relevant experience.*

M-1: bachelor's degree and four years of relevant experience.*

M-2: bachelor's degree and five years of relevant experience.*

M-3: bachelor's degree and six years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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