



Classification Description

Job Title: Legislative and Legal Analyst

Pay Grade: 118

Job Code: 4097

FLSA Status: Exempt

Job Purpose

This is a specialized position in FSW's Office of Operations with College-wide responsibility under the Risk Management department. The primary responsibility is to support the daily administration of contract review and management and the College's legislative agenda through policy tracking and review. This position requires professional and personal initiative, a self-starter, and working with a diverse campus community, higher education officials, and our external community. The position requires the ability to analyze, synthesize, strategize, work under pressure, meet deadlines, and accurately report information.

General Responsibilities

Essential Functions

Works with College leadership to identify priority legislative and government relations opportunities for the College.

Knowledge of principles, concepts, and methods of policy management, legal research including legal reference sources and materials, legal procedures, principles, vocabulary, terminology and federal, state, and local laws applicable to the College's mission.

Develops legislative advocacy program for the College that includes monitoring local, state, and federal legislation, regulations, and policy developments that reveal changing directions in public policy and accountability requirements that may impact the College.

Prepares legislative and regulatory proposals for which the College will seek support at the state and/or federal level. Identifies, cultivates, and provides necessary information to potential sponsors and supporters of legislation and regulations.

Conducts research, analyzes, and makes recommendations on legislative and policy issues and advises on implications to the College. Closely monitors and tracks education-related legislation and budget initiatives that impact the College and keeps key stakeholders apprised of any related bill activity, movement, or amendments. Interprets and applies local, state and federal legislation, requirements, and standards to College programs and services.

LEGISLATIVE AND LEGAL ANALYST

Reviews and drafts College contract language which aligns with administrative and judicial decisions, opinions, determinations and rulings. Interprets College contracts through the lens of legal and legislative decisions and opinions.

Maintains and operates an accurate College-wide contract tracking and management system. Ensures system accuracy; and communicates with contract and agreement holders for timely and complete compliance with federal, state and local laws.

Follows College policies and recommends updates to ensure efficient use of fiscal resources and effective use of technology.

Represents the College and interacts with vendor representatives, legal representatives, federal/state/local/community college system officials with regard to contract and records management policies and practices.

Develops a wide range of materials in support of the College's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters. Produces reports and regular updates on legislative activities and governmental relations.

Recommends attendance at events and other activities to support the College's government relations goals, such as town halls, news conferences, campus visits, and meetings.

Other Job functions:

Maintain positive communication with colleagues and community members by exhibiting professionalism and making positive contributions to workplace morale.

Seeks out professional development opportunities and maintains professional licensure and certifications, as applicable.

Attends staff meetings and participates in conferences and other trainings to enhance job performance.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution in the area of public policy, public administration, paralegal studies, legal studies, or similar field.

LEGISLATIVE AND LEGAL ANALYST

Three (3) years of government affairs experience (preferably in the state of Florida) to include some federal relations experience.

Experience as a paralegal/legal assistant or similar legal experience.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated ability to:

- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Knowledge of the principles, concepts and methods of policy management, legal research, including legal reference sources and materials, legal procedures, principles, vocabulary, terminology, and concepts, Federal, State and local laws, regulations, and rules applicable to the College's mission and activities.
- Ability to recognize critical elements of legal and business issues and to plan and organize work to meet critical deadlines and perform complex assignments independently.
- Ability to use discretion, initiative, and make decisions with a significant degree of impact.
- Be an effective team member with strong interpersonal skills. Marked ability to establish and maintain positive working relationships with internal colleagues at all levels and external constituents; and to effectively deal with issues and problems courteously and tactfully.
- Ability to work within a confidential environment with creativity and tact.
- Ability to exercise sound judgment in making decisions and to function calmly/effectively
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Knowledge of Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy and public information.
- Interact frequently face-to-face, on the telephone, and through letter or memo with employees, students, and members of the community
- Utilize effective oral and written communication skills in dissemination of information, providing responses, and handling complex issues.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

LEGISLATIVE AND LEGAL ANALYST

- Exhibit solid organizational and leadership skills and be detail-oriented.
- Work effectively with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 20, 2023.