



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GOVERNMENTAL LIAISON	40	A	7.610

Under the direction of the Southern Nevada Deputy Director, Nevada Department of Transportation (NDOT), act as a government affairs liaison administrator with other government agencies and the public.

Serve as an organizational expert on government issues; counsel management and staff; coordinate efforts with both NDOT and contracted consultant staff; support NDOT’s public policy efforts by tracking federal and State legislation and relating impacts to NDOT’s program, and recommend strategies to effectively address the issue.

Develop a strategic plan for support of various transportation advocacy groups; support NDOT’s public policy efforts by monitoring various government meetings; coordinate community and government relations and initiatives of NDOT; monitor emerging local and state government activity affecting NDOT; research and analyze State and federal legislation and public policy issues.

Communicate and coordinate with federal, State and local government agencies and quasi-government agencies on transportation policies and initiatives to insure timely follow through and response; coordinate with planning outreach efforts and events related to NDOT’s public affairs efforts; develop and maintain key department reports and documents; develop presentations to various interest groups regarding issues.

Stay abreast of local issues and developments to identify impacts to State and Department programs; coordinate pertinent political and social issues for NDOT’s southern region Director’s and Deputy Director’s offices.

Provide operational and statistical information for management; analyze and evaluate data, reports, and other relevant organizational documentation; provide recommendations on community and government relations initiatives of NDOT and how those issues relate to Department policies and positions.

Participate in meetings on behalf of the Director and Deputy Director in order to represent the agency’s position to government or public agencies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business or public administration, political science, social science, economics or closely related field and three years of progressively responsible professional experience which included working with elected and government officials on policy development; interpreting, explaining and applying laws, regulations and complex policies; planning and conducting outreach and/or public affairs events; and researching, analyzing and summarizing information to determine best strategies to effectively represent the agency; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: government agencies, resources and functions sufficient to locate and obtain needed information and/or resources; data gathering techniques and analysis of public opinion, including statistical analysis techniques; the state and legislative process relating to budgeting; principles and practices of personnel management

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and the department's Affirmative Action plan; program/policy development; accepted practices and methods used in designing program reviews and audits. **General knowledge of:** modern principles and practices of public legislation and basic methods of public agency administration. **Ability to:** plan, organize and administer programs and activities; work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies and other stakeholders; be sensitive to local, State, federal programs, and political aspects governing an area; determine best strategies to effectively represent the state's transportation program at local, State and federal levels; recommend and implement goals, objectives and practices for providing effective and efficient processes; effectively manage intergovernmental relationships; correctly analyze policies and effects on related programs, and conduct research on legislative issues; represent the agency in policy discussions with other entities; use good judgment in handling sensitive issues; write comprehensive reports, recommendations and legislative proposals; establish and maintain effective working relationships with members and staff of the Legislature, Governor's Office, community leaders, representatives, individuals and special interest groups; deal effectively with persons representing widely divergent backgrounds, interests and points of view; work under pressure and meet deadlines; represent the agency both inside and outside the organization and to gain support for programs, projects and policies; develop and/or direct timely and accurate responses for information to citizens, community groups or governmental agencies. **Skill in:** presenting information clearly and effectively, and adapting to various speaking situations; recordkeeping and report preparation; records management techniques; developing and maintaining key databases; managing multiple priorities and ensuring established deadlines are met; methods and techniques of research, including data collection, analysis and reporting; attention to detail and accuracy while meeting critical deadlines; recommending courses of action based upon study outcomes and results; motivating others and encouraging effective action; advanced research and analysis techniques; organizing, planning, developing and implementing strategies to address agency and public policy issues; coordinating and implementing diverse intergovernmental public policies issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: Federal, State and local regulations including Federal Codes of Regulations, USDOT regulations for Federal Highway Administration, Federal Transit Administration, Nevada Revised Statutes and Nevada Administrative Code as it relates to the specific work area; NDOT policies and procedures; State Administrative Manual pertaining to agreements, travel and personnel issues; current issues affecting the state of Nevada and how issues relate to the agency's policies and positions; federal, State and local laws effecting transportation systems. **Ability to:** read, interpret, and apply complex rules and regulations, technical reports, governmental publications and federal directives; establish and promote a positive image with the public; effectively promote the department's position on transportation-related issues; identify, analyze and interpret complex legislation and assess the impact on agency issues as it relates to federal, state, and local government, the general public and business community; interpret laws, legislation and/or regulations; coordinate the work of professional, technical and clerical personnel.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.610

ESTABLISHED: 11/30/15R
4/19/16UC