

Proposed Position Description

TITLE OF POSITION	COUNTY OF EMPLOYMENT	TITLE OF IMMEDIATE SUPERVISOR
Assistant Legislative Liaison	Franklin	Executive Director
CLASS TITLE	CLASS NUMBER	SALARY
Administrative Staff	99580	Annual \$27,500 - \$32,500

The Assistant Legislative Liaison Officer (aLLO) shall be a full-time paid position and assists the Director in representing the Commission before legislators and policymakers. The aLLO also:

1. Serves as Assistant Program Director of the Public Policy Center (PPC) program of the Office of Hispanic/Latino Affairs
2. Researches and identifies issues affecting Hispanic/Latino people in Ohio; conducts and implements investigations, conducive to identifying resources available to Hispanic/Latino communities
3. Displays substantial governmental expertise in securing executive & legislative approval
4. Assists the Executive Director in preparing & submitting operational budgets, representing organization in budgetary hearings before the legislature, etc.
5. Promotes and assures equal employment for Hispanic/Latino people through affirmative action plans for state and local governments and private businesses; endeavors to assure that Hispanic/Latino people have access to decision-making bodies in all state and local governmental departments and agencies

The aLLO is responsible for administering the Public Policy Center (PPC) program, including:

1. Advising the governor, general assembly, and state departments and agencies of the nature, magnitude, and priorities of the problems of Hispanic/Latino people;
2. Advising the governor, general assembly, and state departments and agencies on, and assisting in the development and implementation of, comprehensive and coordinated policies, programs, and procedures focusing on the special problems and needs of Hispanic/Latino people, especially in the fields of education, employment, energy, health, housing, welfare, and recreation;
3. Proposing new programs concerning Hispanic/Latino people to public and private agencies and evaluating existing programs or prospective legislation concerning Hispanic/Latino people;
4. Serving as a clearinghouse to review and comment on all proposals to meet the needs of Spanish-speaking people that are submitted to it by public and private agencies;
5. Monitoring and evaluating all programs subcontracted to local agencies by the commission;
6. Endeavoring to assure that Hispanic/Latino people have access to decision-making bodies in all state and local governmental departments and agencies;

The aLLO is also responsible for:

1. Producing Latino Community Reports (LCR's) for key legislators at least once yearly
2. Producing Latino Legislative Reports (LLR's) regarding legislative activity at least once yearly
3. Coordinating all logistical details of Legislative Visit Days at least once yearly
4. Conducting research for and with the Executive Director for Quarterly Policy Briefs (QPB's) and Emergency Policy Briefs (EPB's)
5. Other duties as assigned by the Executive Director

Salary Range

Starting salary \$27,500 to \$32,500 (based upon qualifications & experience) + benefits

Minimum Qualifications	Preferred
<ul style="list-style-type: none"> <li>❖ Eligible to work in the USA (e.g. US citizen or permanent resident alien)</li> <li>❖ English speaking &amp; writing skills (native-level proficiency)</li> <li>❖ High School Diploma (or equivalent) and some post-secondary education</li> <li>❖ Computer skills: Typical office suite software, e-mail, internet, etc.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience or education in                             <ul style="list-style-type: none"> <li>○ Political Science, Economics, History major, or Pre-law course of study</li> <li>○ Internships or work with the Ohio General Assembly</li> <li>○ Research skills</li> <li>○ Excellent writing skills</li> </ul> </li> <li>❖ Bilingual: English (native-level proficiency) and Spanish (conversational proficiency)</li> </ul>