

## Legislative Liaison

Colorado Department of Higher Education

**POSTING DATE:** May 22, 2023

**CLOSING DATE:** Open until filled

**COMPENSATION:** \$85,000 - \$95,000/annually

### **DEPARTMENT INFORMATION:**

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocated for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

### **POSITION SUMMARY:**

The Legislative Liaison is responsible for representing the Department of Higher Education on legislative matters before the General Assembly, the Governor's Office, and staff or officials of state departments or other agencies and organizations. This includes assisting with legislative policy development, communications and strategy; advocacy on issues impacting higher education statewide; and, strategic engagement with state legislative policy groups and stakeholders. The Legislative Liaison also advises the Department on the impact of legislation being considered by the General Assembly and provides strategic and analytical support on issues affecting the Department and higher education as a whole.

### **Essential Duties/Responsibilities**

- Manage the strategy and advocacy efforts on legislative proposals, introduced or conceptual, that impact higher education:
  - Review, monitor, and advocate/inform on public policy proposals, pending legislation, and Joint Budget Committee (JBC)-led initiatives.
  - Inform department leadership and staff through weekly and as necessary daily legislative meetings/updates.
  - Report regularly on state legislative activities to the Colorado Commission on Higher Education (CCH), especially during the legislative session
  - Work directly with higher education lobbyists, including regular collaboration meetings.
  - Work directly with Governor's legislative team, including regular collaboration meetings.
- Advise and coordinate the planning for key presentations to legislative committees, including but not limited to, the annual JBC hearing and SMART Act Briefing.
- Work closely with the Governor's office on feasibility and strategy for the proposed agenda, along with other legislative proposals that may arise during the legislative session or interim.
- Maintain strong relationships between the Department (including, but not limited to the Executive Director, Deputy Executive Director, Colorado Commission on Higher Education, and members of the CDHE senior staff) and members of the General Assembly. In particular, the

Legislative Liaison should establish and maintain relationships with members of the JBC, Capital Development Committee (CDC), Education Committees, caucuses, leadership and their staff.

- Serve as liaison between the Department and the Governor's policy and budget offices including staff of the Office of State Planning and Budgeting (OSPB).

### **Other Duties/Responsibilities**

- Support implementation efforts and help build internal capacity to understand and implement statutory requirements.
- Oversees required reporting for registered lobbyists through the Secretary of State's office.
- Coordinates confirmations of the executive director, boards and commissions, and other relevant higher education appointments.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- Legislative/lobbying experience and demonstrated knowledge of the legislative process.
- Political acumen including the ability to function adeptly in a politically complex environment and work with sensitive and confidential information;
- Demonstrated writing skills to communicate internal and externally in a clear and concise manner;
- Ability to think critically, evaluate and analyze information in order to determine the most appropriate course of action;
- Demonstrated project management skills including the ability to track and monitor deadlines and move work forward in the absence of deadlines;
- Keen attention to detail;
- Ability to see the bigger picture and think strategically;
- Professional demeanor, and ability to interact professionally with executive level staff and various stakeholders;
- Demonstrated ability to read and interpret rules, regulations, and policies;
- Interest-in and ability to help others understand and work effectively through the legislative process;
- Knowledge and understanding of the use of PC software applications, including Microsoft Office (Word and Excel).

### **PREFERRED QUALIFICATIONS:**

- Interest and experience with issues related to higher education and workforce development;
- Confidence in decision-making skills;
- Interpersonal skills including the ability to build consensus with internal and external stakeholders and work as part of a team;
- Creativity and flexibility, with an ability to adapt to a changing environment.

## **APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year. Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.