



State of Colorado Legislative Liaison

SALARY	\$7,227.83 - \$7,868.75 Monthly \$86,734.00 - \$94,425.00 Annually	LOCATION	Denver Metro, CO
JOB TYPE	Full Time	JOB NUMBER	07312024GAA
DEPARTMENT	Colorado Commission on Higher Education	OPENING DATE	07/31/2024
CLOSING DATE	8/14/2024 11:59 PM Mountain	FLSA	Determined by Position
PRIMARY PHYSICAL WORK ADDRESS	1600 N. Broadway, Denver, CO 80202	FLSA STATUS	Exempt; position is not eligible for overtime compensation.
DEPARTMENT CONTACT INFORMATION	Human Resources HR@DHE.State.CO.US	TYPE OF ANNOUNCEMENT	This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.
HOW TO APPLY	Please submit an online application for this position at https://www.governmentjobs.com/careers/colorado . Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.		

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 advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

Description of Job

POSITION DESCRIPTION

Under general supervision, the Legislative Liaison represents the Department on legislative matters before the General

Assembly, the Governor's Office, and staff or officials of state departments or other agencies and organizations. The position assists with legislative policy development, communications and strategy, advocacy on issues impacting higher education statewide, and strategic engagement with state legislative policy groups and stakeholders.

SUPERVISION EXERCISED

This position does not supervise any employees.

SCOPE OF RESPONSIBILITIES

This intermediate-level position is responsible for independently performing complex legislative liaison duties in support of the Department of Higher Education. Positions at this level take ownership of, exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures, practices, and policies of the work unit.

JOB DUTIES

The duties listed below reflect the different types of work that may be performed. The omission of any specific duty will not prevent the assignment of work that is appropriately related to this position.

Strategy and Advocacy

- Review, monitor, and advocate/inform on public policy proposals, pending legislation, and Joint Budget Committee (JBC)-led initiatives
- Educate department leadership and staff through weekly and as necessary daily legislative meetings/updates
- Advise regularly on state legislative activities to the Colorado Commission on Higher Education (CCHE), especially during the legislative session
- Work directly with higher education lobbyists, including regular collaboration meetings

Executive Branch Collaboration

- Collaborates 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
- 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)

Department Guidance and Responsibilities

- Advise the Department on the impact of legislation being considered by the General Assembly
- Provide strategic and analytical support on issues affecting the Department and higher education
- Advise and coordinate the planning for key presentations to legislative committees, including but not limited to, the annual JBC hearing and SMART Act Briefing
- 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
- Support implementation efforts and help build internal capacity to understand and implement statutory requirements
- Coordinates confirmations of the executive director, boards and commissions, and other relevant higher education appointments
- Oversees required reporting for registered lobbyists through the Secretary of State's office

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Experience Only:

Six (6) years of experience in a legislative/lobbying role

Education/Experience:

Bachelor's degree from an accredited university or college in public administration, political science, or related area, and two (2) years of legislative/lobbying experience

Supplemental Information

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The duties, expectations, and actions listed for this role may change at any time with or without notice.

WORKING CONDITIONS

Works in a typical office environment. It does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. CDHE operates in a hybrid environment with both remote work and work from the office as needed.

The above statements describe the general nature and level of work being performed by people in this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this role. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

APPLICATION PROCEDURES

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume.

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

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

BENEFITS

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 10 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)

EEOC/ADA INFORMATION

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 at HR@dhe.state.co.us or call 720.264.8575.

Benefits

Please note that each agency's contact information is different; therefore, we encourage all applicants to **view the full, official job announcement** which includes contact information and class title. Select the job you wish to view, then click on the "Print" icon.

Agency

State of Colorado

Address

See the full announcement by clicking
the "Printer" icon located above the job title
Location varies by announcement, Colorado, --

Website

<https://careers.colorado.gov/>