

Legislative Representative, Department of Education

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Legislative Representative examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education and training.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education and training.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Legislative Representative examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and Affirmation Statement
- Evidence of completion of required education (e.g., copy of transcript or diploma). Proof of education is only required if qualifying under Pattern 3 of the Minimum Qualifications (see page 2).

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Selection Services Office
1430 N Street, Suite 1802
Sacramento, CA 95814
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Selection Services Office. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state examination/employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

Applicant Name: Date:

Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by selecting the applicable box.

Experience Requirements

- 1. Do you have one year of experience in the California state service performing analytical duties involving legislation related to the field of education, in a class equivalent in level of responsibility to Associate Governmental Program Analyst?
Yes No

- 2. Do you have one year of experience in the State of California Office of the Legislative Analyst, the California State Legislature or a private organization representing kindergarten through twelfth grade educational interests before the California State Legislature performing analytical duties involving legislation directly related to programs administered by the California Department of Education?
Yes No

- 3. Do you have five years of progressively responsible experience performing duties involving analytical studies of legislation and making legislative contacts and appearances? At least two years of this experience shall have been related to the field of K-12 education. (Possession of a Master's Degree in public, personnel, business, or educational administration or a related field may be substituted for one year of the required general experience.) **and**
Yes No

Education Requirement

Do you have equivalent to graduation from college? Equivalent to graduation from college means that you have completed a bachelor's degree from an accredited college or university, or that you possess a letter from the college or university stating that you have met all of the academic requirements for graduation.

Yes No

Section II - Tasks

Using the rating scale(s) provided below, you will rate your knowledge and experience performing specific job related tasks.

In responding to each statement, you may refer to your formal education and work experience whether paid or not.

All tasks pertain to experience involving legislation related to the field of education.

Column # 1 - Knowledge related to performing this task:

- **Extensive Knowledge:** I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations. I could instruct others on specific aspects of this task.
- **Moderate Knowledge:** I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.
- **Limited Knowledge:** I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- **No Knowledge:** I have no knowledge of how to perform this task or what it may entail.

Column # 2 – Length of Experience performing this task:

- 5 years or more
- More than 3, but less than 5 years
- 1 – 3 years
- Less than 1 year, or no experience

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two columns provided.

1. Monitor the legislative activity of proposed legislation affecting the field of education and make recommendations for action.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

2. Serve as liaison between employer and the Legislature, special interest groups, and/or other governmental entities on proposed legislation and policy issues.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

3. Prepare written and verbal critiques and summaries of assigned legislation for departmental administrators.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

4. Develop recommended departmental positions on assigned legislation.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

5. Make presentations and/or testify before the Legislature and various committees, commissions, and coalitions to gain support on policy issues.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

6. Provide information and technical assistance to members of the legislature, legislative staff, special interest groups, and/or other governmental entities.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

7. Assist departmental administrators in analyzing the most sensitive and complex proposed and enacted legislation using on-line legislative tracking systems.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

8. Review of bill analyses prepared by departmental staff.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

9. Develop resolutions to conflicts among analyses prepared by multiple program units.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

10. Inform departmental administrators of new amendments and status on specific legislation.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

11. Works with appropriate programmatic and legal staff to draft proposed legislation for the Department.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

12. Present briefings to departmental administrators on all significant legislative developments, including compromises or alternatives proposed by legislators or their staff.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

13. Analyze proposed and enacted legislation, bill analyses, policy papers or reports using on-line legislative tracking systems and other analysis tools.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

14. Supervise staff engaged in various legislative support activities.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

15. Analyze proposed and enacted legislation, bill analyses, policy papers or reports using on-line legislative tracking system and other analysis tools.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

16. Develop resolutions to conflicts among analyses and/or positions on policy issues.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

17. Draft position letters on policy issues.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

18. Work with interested parties to draft proposed legislation and amendments to existing legislation.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

19. Advocate positions on legislation, including suggested amendments, with individual legislators and legislative staff, special interest groups, and other governmental entities.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

20. Convene issue-specific coalition/task forces, as necessary to resolve sensitive policy issues.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

21. Participate in public meetings to support policy agendas.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

22. Develop strategies with advocacy organizations to support objectives.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

23. Prepare responses to inquiries from members of the legislature, legislative staff, special interest groups, and/or other governmental entities.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

24. Conduct special projects on major research and statistical studies affecting early learning and K-12 education.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

25. Participate in the development of early learning, preschool, K-12 and/or higher education policy.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 5 years or more
- More than 3, but less than 5 years
- 1-3 years
- Less than 1 year, or no experience

Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- a. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
 1. Lacks any of the requirements for the examination or position for which he or she applied.
 2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
 3. Has resigned from any position not in good standing in order to avoid dismissal.
 4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
 5. Has been found to be unsuited or not qualified for employment pursuant to rule.
- b. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____ Date: _____

Name (Printed): _____

Home Phone Number: _____ Work Phone Number: _____