



## **EMERGENCY APPOINTMENT OPPORTUNITY NOTICE**

### **Legislative Representative**

**DATE:** February 25, 2025

**APPLICATION DEADLINE:** March 11, 2025

**LOCATION:** Harbor Administrative Building - 425 S. Palos Verdes St., San Pedro, CA 90731

**JOB INFORMATION:** This position is open to candidates with full-time paid experience performing legislative analysis, advocacy, or liaison functions and meeting the minimum requirements below.

### **MINIMUM REQUIREMENTS**

1. Two years of full-time paid experience with the City of Los Angeles in a position at the level of Senior Management Analyst performing duties as a liaison with Council Committees, Commissions, or Mayor's office, concerning legislative matters; or
2. Graduation from an accredited four-year college or university and five years of full-time paid professional experience in legislative analysis or legislative advocacy.

A graduate degree from an accredited college or university in law, government policy, public policy, public administration, political science, liberal studies, or closely related field may be substituted for one year of experience lacking in requirement #2.

### **DESIRED QUALIFICATIONS**

1. Experience with and knowledge of the Los Angeles City Council legislative process and Los Angeles City Charter procedure.
2. Relationships with members of staff of the Los Angeles City Council, Los Angeles County Board of Supervisors, and other local elected bodies and officials.
3. Background in federal, state and local workforce development policy and experience with the creation of workforce development programs.

### **DEPARTMENT INCENTIVES**

The Port of LA (Harbor Department) offers a tuition reimbursement program, a free designated parking space, and a no-cost vanpool program.

### **DUTIES AND RESPONSIBILITIES**

- Review and analyze local, state, and federal legislation to determine impacts to the Port of Los Angeles and its stakeholders.
- Collaborate with City legislative staff to determine City position on legislation.

- Liaison with elected offices and governmental organizations regarding the impacts of potential or existing legislation.
- Facilitate the creation of workforce development programs that support port stakeholders.
- Represent the Harbor Department at events, hearings, visits, etc. related to Port operations and its stakeholders, including preparing and delivering testimony, presentations, drafting correspondence, and participating in outreach events and meetings, which may include travel.
- Coordinate with Harbor Department divisions to develop strategic messaging and outreach.

## **EMERGENCY APPOINTMENT**

An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list.

## **SELECTION CRITERIA**

The most qualified applicants based on application and resume review will be invited to participate in a formal interview process. Prior to the interview, candidates may also be required to prepare written material related to the position.

## **HOW TO APPLY**

Candidates interested in applying for this position must email a City Application and resume to [harbortransfers@portla.org](mailto:harbortransfers@portla.org). To download a City Application, please click here: [City of LA Application](#)