



LEGISLATIVE AND POLICY DIRECTOR

At Will Position

Recruitment Notice: #2020-07

FLSA Status: Exempt

Salary: \$55,689 - \$113,027

Posting Date: September 8, 2020 (open until filled)

The Teachers' Retirement System of Oklahoma is seeking to fill the Legislative and Policy Director position. The main duties are to represent the interests of TRS at the State Capitol during legislative sessions. The successful candidate should have experience in the legislative process, be able to track legislation, and communicate with legislators. A law degree is desirable but not a requirement.

This is a full-time position in STATE GOVERNMENT and is eligible for a generous benefits package. Benefits include medical, dental, life, and disability insurance products as well as a defined benefit retirement plan and a deferred compensation plan. Employees earn 3 weeks paid annual and 3 weeks sick leave in the first year as well as enjoy 10 paid holidays annually and longevity pay.

JOB DESCRIPTION

This position reports to the General Counsel. This is a highly responsible, professional, and technical position assisting the Executive Director and General Counsel in tracking and drafting legislation, and communicating the impact on legislation sponsored by the Teachers' Retirement System of Oklahoma (TRS), as well as TRS retirement or other types of legislation sponsored by others.

The essential functions of this position include, but are not limited to, the following:

- Reviews and monitors both federal and state legislation and regulations.
- Assists the Executive Director and General Counsel in providing technical assistance and support to legislative or gubernatorial committees formed to address benefits issues.
- Prepares legislative summaries on bills with fiscal impact including soliciting information from the board of trustees' actuaries.
- Attends legislative committee meetings and may appear before committees to testify on behalf of legislation and/or present other retirement related material.
- Drafts and assists in the drafting of legislation related to TRS' business and tracks all agency-related legislation throughout each legislative session. Monitors and reports on the status of interim studies and attends meetings as needed.
- Assists the Executive Director in policy development regarding retirement benefit issues.
- Coordinates and conducts legislative review meetings as well as assisting Client Services staff with meetings related to legislation which impacts the retirement system, in consultation with the General Counsel.
- Assists the General Counsel in the review of agency rules and regulations.
- Establishes and maintains effective relationships with legislators and legislative staff, the Governor and the Governor's staff, the Office of Management & Enterprise Services (OMES), other state departments and state officials, members of TRS and the public at large.
- Prepares or assists in preparing Requests for Proposals (RFP) as needed. Upon the request of the General Counsel assists in the analysis of responses and recommendation of contract awards, contract extensions and renewals, and review of contractual arrangements.

- Conducts research in the area of employee benefits and trends in order to ensure TRS' programs are in compliance with federal and state laws and regulations.
- Writes and develops material related to employee benefits as requested by the General Counsel or Executive Director; assists in the formal presentation of such information to various audiences.
- Participates in the formulation of TRS' Comprehensive Annual Financial Report and the Popular Annual Financial Report. Works with the Chief Financial Officer in coordinating changes and editing reports including final proofs.
- Performs other duties as needed or assigned.

QUALIFICATIONS AND EXPERIENCE

- Graduation from an accredited four-year college or university with major specialization in business or public administration, economics, finance, personnel or related field. Other related specialized experience may be substituted for the four-year college degree requirement on a year-for-year basis. Juris Doctorate (JD) preferred.
- Thorough knowledge of the legislative processes of the State of Oklahoma.
- Progressively responsible experience in the area of public administration.
- Knowledge of governmental budgeting, accounting, fiscal management, human resources, contract management and employee benefits.
- Knowledge of state and federal retirement laws and ability to interpret laws and policies relating to TRS.
- Ability to develop and implement administrative policies and procedures and to evaluate their effectiveness.
- Demonstrated strong oral and written communication skills.
- Ability to maintain confidentiality.
- Ability to establish positive working relationships with legislators and government officials, legislative staff, TRS staff, outside vendors and other customers.
- Ability to demonstrate integrity and high degree of ethics.

APPLICATION PROCEDURES:

To apply, go to www.ok.gov/TRS and follow the application procedures under the "Employment" tab. **Only applications submitted in accordance with these procedures will be considered.**