



## Administration Job Family: **Government Relations Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

### GENERIC JOB PROFILE SUMMARIES

<b>Governmental Associate INDIVIDUAL CONTRIBUTOR</b>	<b>Associate Director Government Relations MANAGEMENT</b>	<b>Director Government Relations I MANAGEMENT</b>	<b>Director Government Relations II MANAGEMENT</b>
Represent Cornell University and further the University's interests in the Federal, State and Local Government; foster ongoing relationships with on-and-off-campus stakeholders to stay abreast and educated on key issues, current projects and any related challenges and opportunities; assist in representing campus stakeholders to the public and community leaders.	Maintain and establish a University presence; advance and protect its interests with the Federal, State and Local Government on a wide variety of topics and issues of concern specific to Cornell and to the higher education community in general.	Represent the University and establish and maintain relationships with Federal, State and Local Government and officials in matters affecting Cornell.	Represent the University and establish and maintain relationships with Federal, State and Local Government and officials in matters affecting Cornell.
		Develop and implement a strategic plan; initiate strategic partnerships with other institutions and entities with particular interests similar to the University.	Develop and implement a strategic plan; initiate strategic partnerships with other institutions and entities with particular interests similar to the University.
Contribute to establishing a University presence and promote/lobby a wide variety of topics and issues of concern to Cornell and higher education.	Develop relationships with legislators and their staff, agency officials, other campuses, related non-governmental organizations and other constituencies. Promote/lobby a wide variety of topics and issues of concern to Cornell and higher education.	Work directly with public officials, other institutions and through associations and organizations to promote/lobby a wide variety of topics and issues of concern to Cornell and higher education.	Work directly with public officials, other institutions and through associations and organizations; to promote/lobby a wide variety of topics and issues of concern to Cornell and higher education.

<b>Governmental Associate INDIVIDUAL CONTRIBUTOR</b>	<b>Associate Director Government Relations MANAGEMENT</b>	<b>Director Government Relations I MANAGEMENT</b>	<b>Director Government Relations II MANAGEMENT</b>
Research, monitor, analyze and respond to pending legislative proposals.	Monitor, analyze and respond to authorizing and appropriating legislative proposals that may affect these agencies' interactions and programs with university entities.		
Represent and participate in various committee meetings on behalf of Cornell and higher education organizations.	Monitor and analyze public issues and any resulting actions and proposals from Federal, State and Local Government that may impact or involve the university community.	Analyze issues and implement actions, and proposals of the Federal, State and Local Government which affect the University; advise and assist in the formulations of University policies regarding these areas.	Develop policies and protocols based upon actions, and proposals of the Federal, State and Local Government which affect the University; advise and assist in the formulations of University policies regarding these areas.
Assume responsibility for selected program initiatives on issue areas.	Participate in planning and accountability sessions with University boards, advisory bodies, schools, departments and central administration offices, as well as with other universities and organizations with the goal of affecting federal policies for research, extension and higher education.		
Coordinate large events to provide a variety of educational opportunities and connections for faculty, staff and students to legislators and congress.	Orchestrate and facilitate appropriate University resources to provide a variety of educational opportunities and connections for faculty, staff and students to legislators, congress, executive and agency staff, organizational representatives and university research and extension staff.	Partner with other offices, boards, advisory bodies, schools, departments, central administration, other universities within New York State, and organizations and/or associations in state and/or federal policies, regarding research, extension, and higher education.	Develop and partner with other offices, boards, advisory bodies, schools, departments, central administration, other universities within New York State, and organizations and/or associations in state and/or federal policies, regarding research, extension, and higher education.
Assist in informing, advising, and guiding Cornell faculty, staff and students relative to government-supported programs, policies and initiatives that may affect or engage the university's research education and outreach roles.	Inform, advise, and guide Cornell faculty, staff and students relative to government-supported programs, policies and initiatives that may affect or engage the university's research education and outreach roles.	Advise and guide Cornell faculty, staff and students relative to government-supported programs, policies and initiatives that may affect or engage the university's research education and outreach roles.	Develop and guide programs, policies and initiatives for Cornell faculty, staff and students relative to government-supported that may affect or engage the university's research education and outreach roles.
	Participate in the development and implementation of University strategies aimed at enhancing Cornell faculty access to federal research/outreach and student financial aid programs.	Partner with administration and faculty to develop innovative programs and funding opportunities in both legislative and executive areas of state government.	Advise administration and faculty on developing innovative programs and funding opportunities in both legislative and executive areas of state government.

Governmental Associate INDIVIDUAL CONTRIBUTOR	Associate Director Government Relations MANAGEMENT	Director Government Relations I MANAGEMENT	Director Government Relations II MANAGEMENT
		Work with University leadership to develop a collective public relations plan for the contract colleges and integrate it into the University's public relations program.	Partner with vice presidents, college deans, directors, and others to develop a collective public relations plan for the statutory colleges and integrate it into the University's public relations program.
		Analyze and influence actions of the State to maximize benefits and minimize costs to the University and advise the Executive Director and appropriate University administrators of these actions.	Influence actions of the State to maximize benefits and minimize costs to the University and advise the Executive Director and appropriate University administrators of these actions.
May assist in budget management and development and program management.		Supervise staff and manage budget	Oversee and direct staff and develop budget.
Assist in planning the delivery and/or development of short- and long-range initiatives/programs; assist in the identification of initiatives/program needs; identify and structure programs that address community and individual needs, taking into account the diversity of the on- and off-campus communities; may analyze and evaluate programs; may make recommendations to supervisor for strengthening and improving initiatives/programs.			
Offer ideas, and when appropriate, take ownership of a project/initiative and see it through to completion, with a deliverable date.			
Assist in administrative and program management activities.			
Participate and collaborate in communication of initiatives.			

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11262 GOVERNMENTAL ASSOCIATE, BAND F	11148 ASSOCIATE DIRECTOR GOVERNMENT RELATIONS, BAND G	10061 DIRECTOR GOVERNMENT RELATIONS I, BAND H	10257 DIRECTOR GOVERNMENT RELATIONS II, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; more than 3 year and less than 5 years experience or equivalent	Bachelor's degree; more than 5 year and less than 7 years experience or equivalent	Bachelor's degree; more than 5 years and less than 7 years experience or equivalent	Bachelor's degree; more than 7 years and less than 10 years experience or equivalent
<b>IMPACT</b>	Substantial impact	Substantial impact	Significant impact	Significant impact
<b>CONTACTS - INSIDE</b>	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
<b>CONTACTS - OUTSIDE</b>	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others
<b>CONTACTS - STUDENTS</b>	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

<b>FACTOR PROFILE</b>	<b>11262 GOVERNMENTAL ASSOCIATE, BAND F</b>	<b>11148 ASSOCIATE DIRECTOR GOVERNMENT RELATIONS, BAND G</b>	<b>10061 DIRECTOR GOVERNMENT RELATIONS I, BAND H</b>	<b>10257 DIRECTOR GOVERNMENT RELATIONS II, BAND I</b>
<b>SUPERVISION</b>	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors	Responsible for providing regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks.	Provide supervisory direction to other supervisors
<b>COMPLEXITY</b>	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>EFFECT OF DECISION MAKING</b>	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect more than one college/school or administrative unit	Directly affect more than one college/school or administrative unit
<b>WORKING CONDITIONS</b>	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required