

Specification for Class of

ADMINISTRATIVE REGULATIONS COORDINATOR

Abolished Effective July 1, 2007

Definition: Coordinates the analysis of all regulation proposals. Ensures internal cross program review, public involvement, formal consideration, and legal compliance with the Administrative Procedures Act. Serves as agency liaison regarding regulation adoption matters.

Typical Work

Provides consultation to regulation writers from all Ecology program areas regarding the administrative process that proposed regulations are subjected to, including internal cross program review, public involvement/external review, formal consideration, and legal compliance with the Administrative Procedures Act;

Serves as an advisor to the Agency Rules Coordinating Committee (ARCC); determines need for meetings, prepares agenda of rules for internal consideration, and provides analysis rule development proposal plan packets, and staff recommendations to ARCC members; sends completed ARCC review report to responsible program staff regarding suggested changes to rule development plan;

Establishes a checklist of steps and procedural elements that must be followed before a rule goes to hearing for formal consideration; tracks and monitors all agency rule proposals to ensure procedural compliance;

Maintains the agency WAC key list of proposed rules, assigning administrative order numbers; files proposed regulations with Code Reviser; coordinates rules development process with Technical Writer, Economic Analyst, and Public Information Officers to ensure technical writing review, public involvement strategies and economic impact analysis have been completed; distributes quarterly status report of proposed regulations for public; maintains public record files on each proposed rule;

Maintains a list of community members throughout the State who would be good candidates to serve as advisory council members to provide public involvement on specific rule development proposals; refers potential candidates to responsible regulation development

staff; provides staff with information on reimbursement to advisory council members;

Conducts public hearings regarding proposed regulations as assigned;

Serves as liaison with Ecological Commission; distributes materials regarding agency rule proposals and advises commission; establishes review deadlines; educates Ecology program staff about Ecological Commission role; arranges for staff presentations at Ecological Commission meetings; collects and tracks responses for Ecological Commission members; forwards responses to program staff;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: principles and techniques of management, planning, communication, organization policies and procedures, evaluation and organization; Federal and State legislative and regulatory process regarding administrative regulation adoption; activities, programs and standards of the department; techniques for effective writing of material; monitoring and tracking techniques.

Ability to: communicate effectively orally and in writing; analyze and interpret complex data; think creatively and integrate abstract concepts; present ideas effectively; establish effective working relationships within the department and with the public; organize, prioritize, and track a high volume of regulation proposals simultaneously.

Minimum Qualifications

A Bachelor's degree involving major study in public or business administration, political science, journalism, communications, education, English or closely allied field.

AND

One year of experience in public relations, education, regulation development or analysis, legislation development or analysis, policy development or analysis or intergovernmental coordination.

NOTE: Additional experience as noted above will substitute, year for year, for education.

ADMINISTRATIVE REGULATIONS COORDINATOR

11710

New class: 4-14-89

Revised definition and title change (formerly Administrative
Regulations Coordinator - Ecology): 11-12-93