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Subject: What I Do Here

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In a few bulletpoints, this is probably the big stuff...

- Oversee the development of the annual Executive Budget, to include not only the financial presentation, but also the preparation of the associated provisos and any accompanying policy initiatives.
  - Set the timeline and develop the instructions and templates for agencies and universities to complete.
  - Meet with agencies to discuss their requests.
  - Analyze expenditure requests and prepare a balanced budget, using available revenues.
  - Obtain any required scorings and certifications from the Board of Economic Advisors and the State Budget Division.
- Monitor the progress of the annual appropriations act, from its introduction, through the legislative process, and culminating in the analysis of the enacted budget and generation of the Governor's vetoes.
  - Track the budget bill through all stages of the legislative process – subcommittees, committees, floor action, and conference.
  - Work with legislators and staff to prepare amendments that support the administration's agenda.
  - Produce the Governor's budget vetoes.
- Develop policy initiatives, some of which are embedded in the budget process (ABF, K-12, Transportation), and some of which are largely independent of it (DOA, Social Impact Bonds).
  - Includes significant analysis and research and often the drafting of enabling legislation, plus the creation of communications materials to explain the initiatives (slidedecks, press releases, etc.).
  - Prepare or make recommendations for Executive Orders (Establishing OIG, IT Security).
- Monitor legislative activity and make efforts to advance the administration's agenda.
  - Work with legislators and staff to amend, adopt, or potentially obstruct legislation in order achieve the administration's goals.
  - Meet with legislators and staff to sell the administration's budget and policy initiatives, whether through events at the Governor's Mansion, meetings in legislative office buildings, or by testifying at House and Senate subcommittees and committees.
  - Work with the Governor's legal and legislative staff to track legislation, interpret its prospective effects, make recommendations on bills that reach the Governor's desk, and prepare veto messages and signing statements, when appropriate.

CLS

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