

JULY 2018



ASSISTANT POLICY ANALYST

DEFINITION

Under general supervision, performs a variety of clerical, technical, and analytical administrative and financial support duties requiring the application of procedural, program, and compliance knowledge in support of LAFCO programs; performs routine to complex fiscal, financial, statistical, and accounting support duties in the preparation, processing, and maintenance of fiscal and accounting records and transactions; provides routine analytical assistance in the monitoring and administration of LAFCO's operations and programs; provides support to LAFCO staff and the Commission; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a variety of clerical, technical, and analytical duties in support of LAFCO programs; monitors and explains operational and program requirements and processes to various stakeholders; and administrative support to the agency.
- Performs routine research, interpretation, data collection, and analysis for municipal service reviews and related regional planning studies; discusses findings with management staff and prepares a report of findings.
- Develops reports, charts, tables, and spreadsheets to facilitate analysis and display of information for presentation.
- Performs other clerical work which may include, but is not limited to, typing and copying documents, scanning, filing/retrieving files, archiving documents, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments and meetings, and maintaining calendars.
- Assists in developing and monitoring assigned budgets, including gathering, reviewing, and approving financial data, ensuring accurate allocation to accounts, providing account balances, making payments, processing invoices and purchase orders, maintaining budget spreadsheets, and entering financial information into LAFCO's accounting systems.
- Provides administrative support for all Commission meetings which includes composing, editing, proofreading, and/or posting legal notices, agendas, staff reports, meeting materials, meeting minutes, resolutions, and final meeting records; prepares the meeting packet for distribution; tracks and maintains legal or policy deadlines; distributes, records, and files records of Commission actions.
- Discusses analysis and conclusions with professional and/or management staff and drafts reports of study; relieves professional staff by following up on projects, transmitting information, and keeping informed of pertinent activities.

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- Assists in making presentations before the Commission and other local governmental agencies and community groups.
- Consults with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities.
- Responds to public inquiries while exercising independent judgment in providing information and/or referring questions to other staff.
- Utilizes a variety of computer software programs to prepare reports, maps, diagrams, graphs, and other materials.
- Maintains the LAFCO website and its Laserfiche archive system.
- Develops and use computerized spreadsheets and databases.
- When necessary, assists in various phases of processing applicant proposals for boundary changes, outside service extensions, and reorganizations of local government agencies including project initiation and completion, tracking and maintaining legal and policy deadlines, etc.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technical procedures, methods, and techniques to support program and management analysis functions and processes.
- Administrative techniques, including the principles of accounting, budget, and organizational analysis.
- Applicable state, federal, and local laws, regulations, policies, procedures, and standards applicable to LAFCO programs.
- Basic principles and techniques of research, data collection, and report preparation.
- Terminology and practices of fiscal and accounting document processing and recordkeeping, including accounts receivable, accounts payable, and payroll.
- Recordkeeping principles and procedures.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public and LAFCO staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Perform responsible technical, procedural, and administrative support work with accuracy and speed.
- Quickly and seamlessly transition between general financial administrative clerical tasks and analytical functions.

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- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to the work performed.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Research, interpret, summarize, and present administrative and technical information and data.
- Prepare clear, concise, and effective reports, correspondence, and recommendations in an effective manner, independently or from brief instruction.
- Perform complex and specialized fiscal, financial, statistical, accounting, and recordkeeping work with speed and accuracy; audit work of peers to ensure accuracy and completeness.
- Perform basic to intermediate mathematical and quantitative analysis.
- Positively collaborate and contribute within a small governmental agency.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science, or a closely related field;

OR

Four (4) years of increasingly responsible administrative technical experience, which included responsibility for interpreting and explaining complex rules and regulations, researching financial and administrative information or performing routine analysis.

Experience working in local government areas such as land use planning, geographic information systems, and the California Environmental Quality Act is desirable.

Licenses and Certifications:

- A valid California Driver's License and the ability to maintain a satisfactory driving record is required.