

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

POLICY ANALYST

DEFINITION

Working closely with the Executive Officer, the LAFCO Policy Analyst performs a variety of responsible and specialized technical services involving administrative, financial, legislative, personnel, data and systems analysis; serves as support staff to working groups and committees of the LAFCO ***and performs other related duties as assigned.***

DISTINGUISHING CHARACTERISTICS

~~This position is under~~ ***Under*** the direction of the Executive Officer, ~~and~~ the incumbent performs a full range of analytical and technical staff support services for the Local Agency Formation Commission under provisions of the Cortese-Knox-Hertzberg Act. The incumbent performs analytical tasks relating to matters under LAFCO's jurisdiction, such as the provision of services by local governments, modification of agency boundaries, governmental reorganization, and preservation of agricultural and open space lands.

The LAFCO Policy Analyst conducts a variety of special projects and assignments involving research, data collection, analysis, making recommendations and preparing both detailed and concise reports. ***Projects may include statistical analyses, operations support, policy, procedure and budget development, or other duties that may be assigned from time to time. The incumbent is expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations.***

The incumbent may also serve as a resource to the staff, committees, boards or commissions of other local agencies in El Dorado County. ***No supervision is exercised over others; however, assignments may include functional or lead responsibilities over assigned staff.***

EXAMPLES OF DUTIES ~~—(Illustrative Only)~~

~~Duties may include, but are not limited to, the following:~~

LAFCO PETITIONS AND MEETINGS

- ~~Researches~~, ~~analyzes~~ and ~~prepares~~ agenda items for presentation to the Commission; ~~assists~~ and ~~coordinates~~ the agenda process
- ~~Reviews~~ and ~~analyzes~~ proposals and presents recommendations for appropriate actions, either in written or oral form, ~~prepares~~ both detailed and concise reports

- ***Prepares public notices***
- ***Prepares and maintains clear, concise, and comprehensive records, reports, and correspondence***
- Confers with representatives of other agencies as well as business representatives from private industry

OTHER PROJECTS

- Assists in the review and formulation of policies and procedures; prepares reports and makes recommendations on policies, procedures, and programs
- Conducts analysis work on a variety of special projects involving research, data collection, and other tasks
- Assists with a variety of administrative functions, including the development of the agency budget, fee schedules, surveys, personnel, records and data management
- Researches and analyzes proposed legislation, administrative regulations and problems in local government
- Plans, organizes and facilitates meetings with multiple parties
- ***Performs data and information collection, making accurate statistical and/or mathematical computations, and interpreting and evaluating facts pertaining to administrative, fiscal and organizational matters***
- ***Determines analytical techniques and information gathering processes and obtains required information and data for analysis***
- ***Understands, researches, analyzes and interprets complex policies, procedures, ordinances, federal, state, and local statutes and regulations***
- ***Conducts a variety of special projects and studies related to LAFCO functions***
- ***Discusses findings with management staff, prepares reports of study conclusions and makes recommendations based on study results***
- Consults with staff and representatives of other government offices on programs, projects, or specialized assigned activities. Contributes to the preparation of special studies involving inter-jurisdictional coordination
- ~~Performs related duties as assigned~~
- Participates in and attends meetings of various committees and organizations as required; makes presentations before governing bodies; serves as support staff to panels and committees

OFFICE OPERATIONS

- Develops and uses computerized spreadsheets and databases
- ~~Manages~~ **Develops** content for agency web site
- May provide lead supervision over other assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training

RECORDS MANAGEMENT

- Prepares and maintains clear, concise, and complete records, reports, **surveys**, and ~~correspondence~~, and recommendations

QUALIFICATIONS

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

EDUCATION AND/OR EXPERIENCE

- ~~One or more~~ **Two** years of experience in local government, land use planning, geographic information systems and the California Environmental Quality Act is desirable
- ~~Possession of a valid California Driver's License.~~
- Equivalent to graduation with a Bachelor's Degree from an accredited 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

KNOWLEDGE OF:

- Principles and practices of governmental administration, including finance, budgets, the California Environmental Quality Act, organizational planning and analysis, research techniques, and report preparation and writing
- Operations and functions of local government (county, city, special district)
- Agency organization, programs, policies, and procedures; program evaluation and management
- Computer equipment, data processing programs such as word processing and spreadsheet applications, office equipment, and procedures

Ability to SKILL IN:

- Performing data and information collection, interpretation and evaluation pertaining to administrative, fiscal and organizational matters

- Understanding **ing**, researching **ing**, and interpreting **ing** complex policies, procedures, and regulations; make recommendations for modification or change
- Understanding **ing**, interpreting **ing**, and applying **ing** ordinances, federal, state, and local statutes and regulations
- Scheduling **ing** and organizing **ing** workload; adjusting **ing** to changes and meeting **ing** specific deadlines; balancing **ing** multiple priorities and accepting **ing** responsibility
- Collecting **ing**, analyzing **ing**, interpreting **ing** and applying **ing** data to assigned projects
- Overseeing **ing** programs, studies, projects, or assignments
- Developing **ing** procedures and operational guidelines
- Making **ing** presentations before boards, commissions, and groups
- Making **ing** accurate statistical and/or mathematical computations
- Planning, scheduling, prioritizing, and coordinating work with other employees
- Analyzing **ing** situations accurately and taking effective action
- Preparing **ing** and maintaining **ing** clear, concise, and complete records, reports, surveys and recommendations
- Communicating **ing** clearly and effectively both orally and in writing
- Establishing **ing** and maintaining **ing** cooperative working relationships with staff, other departments and agencies, the private sector, and the public
- Exercising **ing** judgment and discretion with confidential and sensitive matters

Approved: January, 2003
Amended: XXXXX, 2008