

2014

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Job Opportunity

SENIOR ANALYST

The Local Agency Formation Commission of Monterey County is Seeking Qualified Candidates for the Position of:

Job Title:	Senior Analyst
Job Type:	At Will, Full-Time Position
Salary:	\$5,951 to \$8,090 Per Month + Benefits
Opening Date:	March 2, 2014
Closing Date:	Initial deadline is April 1, 2014, 5:00 PM Pacific Time. Filing date may be extended each subsequent week until position is filled.
Location:	Salinas, California
Job #:	HR-2014/01

The position of Senior Analyst serves an integral role in the planning, policy, application processing and other functions of LAFCO of Monterey County. This position offers a challenging opportunity for an individual interested in a variety of topics that are at the crossroads of city, County, district and public interests.

This recruitment is being conducted to fill one scheduled vacancy in a professional position at the Local Agency Formation Commission of Monterey County. The eligible candidate list to be established by this process may also be used to fill any future vacancies as they arise. This position may be filled at the Associate Analyst level.

The Local Agency Formation Commission of Monterey County

LAFCO is an independent division of the State of California. Its legislative purposes are to encourage the orderly growth, formation, and development of local government agencies; to preserve open space and prime agricultural lands; to discourage urban sprawl, and to ensure the efficient delivery of local government services. LAFCO's regulatory responsibilities are to coordinate local and timely changes in local government boundaries, including annexations and detachments of territory, incorporations of cities, formations and consolidations, mergers, and dissolutions of special districts, as well as reviewing ways to reorganize, simplify and streamline governmental structures and

services. LAFCO is also charged with preparing municipal service reviews and developing and updating Spheres of Influence for each city and special district in Monterey County.

LAFCO is governed by an 11-member Commission representing the cities, districts, County and public. The Commission appoints the Executive Officer who serves as the day-to-day executive manager of LAFCO and is responsible for all finances, operations, and selection of staff. Executive Officer Kate McKenna has served the Commission since 2004. Resources are allocated to six functional areas: Application Processing, Special Studies, Government and Community Relations, Commission and Committee Support, Administrative and Human Resources Support, and Financial Management.

The Senior Analyst Position

This is the highest level class in the LAFCO Analyst series. With minimal direction, the position performs complex professional analytical work in support of LAFCO's statutory activities; may supervise staff and consultants; manages specific functions as assigned; serves as LAFCO representative as assigned; and performs other duties as required. This is an at will, full-time position.

Supervision Received and Exercised

The Senior Analyst receives general direction from the LAFCO Executive Officer. Responsibilities may include direct or functional supervision of professional, technical and clerical personnel.

Examples of Duties

Duties may include but are not limited to the following:

- Evaluates, analyzes, coordinates, prepares and presents complex background data, studies, petitions, proposals, applications, reports, resolutions and recommendations to the LAFCO Executive Officer and/or to the LAFCO Commission and Committees;
 - Maintains, revises and interprets the LAFCO policies, procedures and maps;
 - May plan, organize, coordinate and supervise the work of staff or consultant personnel, as assigned;
 - Attends LAFCO meetings and makes public presentations;
 - Works closely with public agencies, the public, media and special interest groups to form consensus on a variety of complicated subjects;
 - Represents LAFCO to local, state and federal agencies and community groups while maintaining strong liaisons and open communication with agencies and administrative staff of the County, cities and special districts;
 - Monitors and evaluates local agencies, their service capabilities and proposals for changes or organization or jurisdictional boundaries;
 - Prepares and monitors budgets, contracts and financial activity reports for areas of assigned responsibility, and assists in other administrative budget and financial reporting activities;
 - Executes the terms and conditions of LAFCO documents in accordance with determinations of LAFCO;
 - Assists the Executive Officer in implementing the Commission's directions, policies and procedures, and in developing, tracking and managing the annual work program;
 - Actively participates in LAFCO-related organizations and other professional organizations; and
 - Other duties as assigned by the Executive Officer.
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Education and Experience (Typical Qualifications)

Any combination of experience and education that could likely provide the required knowledge and abilities will qualify, such as:

The most competitive candidates will typically have a Bachelor's or Master's degree in urban/regional planning, public administration, or a closely related field, and six or more years of progressively responsible professional experience performing public sector planning, policy and program analysis duties similar to those of the position.

The ideal candidate will have worked for a LAFCO or as a senior/principal land use planner for a California city or county, and have working knowledge of statutory purposes and responsibilities of LAFCO, and other State and local laws including the California Environmental Quality Act, and their application to LAFCO.

License and/or Certifications

Must possess a valid California Driver's License at time of appointment and have an acceptable driving record. American Institute of Certified Planners (AICP) certification is desirable.

Knowledge, Skills and Abilities (Supplemental Information)

The successful candidate must have strong analytical, communication and interpersonal skills. The ideal person should demonstrate expertise in:

Knowledge of: Principles and practices of LAFCO. Applicable state and local laws, policies and regulations relating to LAFCO, with special emphasis on the Cortese-Knox-Hertzberg Local Government Reorganization Act, the California Environmental Quality Act, local planning and land use laws and their applicability to LAFCO. Principles and practices of ethics, accountability and transparency in local government. Statistical and research methods and techniques. Principles and practices of budgets, financial analysis and reporting. Principles and practices of effective training, supervision and performance management. Principles and practices used in project management and public sector contract management.

Ability to: Interpret, analyze and effectively communicate complex technical and policy information. Demonstrate excellent oral and written communication skills, and excellent customer service skills. Prepare and present clear, thorough written and oral reports. Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, reports, studies and technical papers. Perform a variety of the most complex public planning, research information development and report preparation assignments. Demonstrate the technical competence and ability to meet assigned timelines for multiple tasks. Interpret, apply and explain laws, rules, policies and procedures governing LAFCO issues and actions. Work with and provide timely and relevant information and clear recommendations to the LAFCO Executive Officer. Build trust, credibility and confidence in the work of LAFCO throughout all of Monterey County. Be cognizant and sensitive to the broad economic and social diversity of Monterey County. Build consensus between all interests, and exercise good judgment with tact and diplomacy.

Work Style and Personal Traits: The ideal candidate will have a high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive organizational issues, and possess a commitment to very high ethical standards and quality public services. He/she should be someone who is an active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style. The person should also

embrace challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment. He/she should be able to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, legislative representatives, and the public. Finally, this person should be able to interact well and comfortably with individuals of diverse backgrounds, be able to approach challenges with confidence, and maintain positive, productive and ethical interaction with peers, the public, the Commission and elected officials.

Compensation

The salary range for this position is at the monthly range stated above and commensurate with experience. LAFCO also offers an excellent benefits package including paid annual leave, holidays, professional leave, medical, dental, disability and life insurance, a deferred compensation plan, and a PERS retirement plan. Details are available upon request. Specific terms and conditions of compensation will be contained in an employment agreement.

How to Apply

The initial filing deadline is **April 1, 2014 at 5:00 PM**. The search will continue until a successful candidate is hired. However, it is the intention of the LAFCO Executive Officer to screen candidates and to hold initial interviews with the most qualified candidates in mid-April. Application materials received after the priority screening date may or may not be considered. Postmarks and faxes are not considered. **Application materials are found at www.monterey.lafco.ca.gov.**

To apply, please submit a **completed LAFCO application, responses to supplemental questions and a list of three professional references** to: Kate McKenna, AICP, Executive Officer; LAFCO of Monterey County; P.O. Box 1369, Salinas, CA 93902 or to mckennak@monterey.lafco.ca.gov.

Application materials will be competitively evaluated. Those applicants who are determined to be the most qualified will be invited to participate further in the process. This process may include a written test/exercise, panel interview, and a final interview. Appointment will be based on education, training, experience and other job-related characteristics, in addition to the successful completion of a thorough background investigation, reference checks, and verification of identity and eligibility to work in the United States. An at-will employment agreement will be executed with the successful candidate. If you have any questions, or if you believe that you possess a disability that would require process accommodation, please call (831)754-5838. LAFCO of Monterey County is an Equal Opportunity Employer.