

## Job Specification

### SENIOR/PRINCIPAL ANALYST

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Job Title:	Senior/Principal Analyst
Job Type:	At Will, Full-Time Position
Overtime Eligibility:	Exempt
Revised:	September 21, 2015 (Resolution No. 15-09) March 28, 2017 (Format Changes Only)

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### Definition

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.

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### Distinguishing Characteristics

Senior Analyst: The Senior Analyst receives general direction from the LAFCO Executive Officer. This is the advanced-journey, classification of the Analyst series and may include direct or functional supervision of professional, technical and clerical personnel. The class of Senior Analyst classification differs from the Associate Analyst classification in that the Senior Analyst leads or supervises the work of subordinate staff, or has responsibility for major projects or program areas, and performs the more complex assignments.

Principal Analyst: The Principal Analyst receives general direction from the LAFCO Executive Officer. This is the full supervisory classification in the Analyst series. The Principal Analyst is distinguished from the Senior Analyst by the supervision of professional and technical staff, and contractors and by performing the highest level of complex assignments.

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## Examples of 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)

The knowledge, skills and abilities listed below may be acquired through various types of experience, education or training, typically:

### Education:

Equivalent to Bachelor's or Master's degree in urban/regional planning, public administration, or a closely related field,

AND

### Experience:

Senior Analyst: Four or more years of progressively responsible professional experience performing public sector planning, policy and program analysis.

Principal Analyst: Five or more years of progressively responsible professional experience performing public sector planning, policy and program analysis, including two years of first line supervisory experience or three years of lead responsibility or oversight of projects or programs are required. Professional planning experience in a California public agency is highly desirable.

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## License and/or Certifications

Depending on assignment, possession of a valid California Class C driver's license may be required. American Institute of Certified Planners (AICP) certification is desirable.

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## Knowledge, Skills and Abilities

The position requires strong analytical, communication and interpersonal skills. The combination of experience, education and/or training will substantially demonstrate the following knowledge, skills and abilities:

### Knowledge:

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.

### Skills and Abilities 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.

### Desirable Work Style and Personal Traits:

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. Possess a commitment to very high ethical standards and quality public services. An active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style. Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment.

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. 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.

**Working Conditions:**

Environment: Works in indoor office conditions; may drive a vehicle to different locations; attends evening meetings; and works under media scrutiny. Physical Abilities: Hearing and speaking sufficient to exchange information in person, on the telephone, and at formal presentations; vision sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction; sitting or standing for extended periods of time; uses hands to handle feel or operate standard office equipment including personal computer; and mental capability to read and interpret data and complex written documents, perform highly detailed work under intensive deadlines and media scrutiny and apply this ability across multiple projects. Hazards: Exposed to computer screens.

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