

LAFCO ANALYST I, II, III

Position Description

The LAFCo Analyst series is primarily oriented to assisting the Executive Officer by performing a wide variety of research, analysis, planning, evaluation, and administrative duties. Assignments may be directed toward accomplishing either specific proposals or in support of LAFCo's work program.

LAFCo Analyst I – Under immediate supervision of the LAFCO Executive Officer, performs a variety of assignments involving research, analysis, planning, evaluation, and administrative duties; and performs related work as required. LAFCo Analyst I is an entry level classification in the LAFCo Analyst classification series. Incumbents receive training and close supervision, review, and direction in the completion of assignments. LAFCo Analyst I differs from LAFCo Analyst II in that the latter has a greater scope of responsibility and latitude of judgment given.

LAFCo Analyst II – Under general supervision, performs a variety of analytical tasks; may train and orient employees; and performs related work as required.

LAFCo Analyst III – Under general supervision, performs the most complex, difficult, and critical analytical tasks; may act in a lead capacity; may train employees; and performs related work as required. LAFCo Analyst III is the advanced experienced level classification in this the LAFCo Analyst classification series. Incumbents are expected to complete more difficult assignments and work with more independence and a higher latitude of judgment than at the LAFCo Analyst II level. LAFCo Analyst III differs from Senior LAFCo Analyst in that the latter performs specialty assignments or acts in a lead or supervisory capacity. In addition, LAFCo Analyst III incumbents may train and review the work of lower-level professional and support staff, and may act in a lead capacity.

Samples of Duties

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Confers with LAFCo Executive Officer, gathers and analyzes information relative to present conditions.
- Performs research, conducts studies to determine needs, prepares reports, and recommends implementation procedures for a variety of special studies and projects.
- Evaluates alternative policies and develops recommendations consistent with LAFCo policy and statute.
- Designs work items for LAFCo's work program; administers programmatic activities and sub-projects as assigned.
- Prepares agenda items and presentations to go before the Commission.

- Maintains records and files, and prepares statistical materials, reports, and correspondence.
- Represents the LAFCo at various meetings and before boards, commissions, and committees.
- Researches and prepares reports in support of the annual budget.

Knowledge, Skills and Abilities

Knowledge of:

- Principles of public administration, budgeting, organization, and management;
- Organization and functional structure of the LAFCo;
- Current issues affecting the local agencies;
- Practices and techniques of administrative and statistical analysis and report preparation;
- Effective customer service principles and practices;
- Effective techniques for speaking before groups;
- Intermediate math including basic algebra.

Skills/Abilities to:

- Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence and other documentation;
- Research, gather and analyze data, and make recommendations on complex issues, proposals, and projects;
- Read, analyze, and interpret applicable codes, ordinances, laws, and legislation;
- Interpret and/or develop rules, regulations, policies, and procedures;
- Effectively manage multiple work assignments, set priorities, and meet established deadlines;
- Communicate effectively both orally and in writing;
- Make presentations to large groups;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the general public;
- Handle confidential matters discreetly and effectively;
- Independently plan and accomplish work assignments;
- Be flexible and adaptable;
- Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment.

Minimum Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree that is acceptable within the United States' accredited college or university system.

LAFCo Analyst I: One (1) year of full time, paid work experience (analytical work preferred) or completion of thirty (30) semester units of coursework within a United States accredited college or university system.

LAFCo Analyst II: Two (2) years of full-time, paid work experience as a LAFCo Analyst I or equivalent position.

LAFCo Analyst III: Three (3) years of full-time, paid work experience as a LAFCo Analyst II or equivalent position.

License: Possession of a valid driver's license may be required.

Rev. June 12, 2019

G:\LAFCo Projects\Personnel\Position Descriptions\Analyst\LAFCo Analyst I_II_III.docx