

## **LAFCO ANALYST I**

### **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.

### **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.

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

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