

## **LAFCO Analyst II**

### **SALARY RANGE**

\$36.02 - \$43.78 Hourly  
\$6,243.33 - \$7,588.81 Monthly  
\$74,919.96 - \$91,065.72 Annually

#### **DEFINITION:**

The LAFCO Analyst II works under the direction of the Executive Officer with additional oversight provided by senior staff. The incumbent is principally tasked with performing data collection and associated analysis in assisting Solano LAFCO prepare various studies on local government as required under State law. The LAFCO Analyst II also serves as the Clerk to the Solano LAFCO and is responsible for carrying out day-to-day office procedures. The incumbent may provide supervision over clerical or technical support staff and is expected to collaborate and coordinate tasks with others within and outside of Solano LAFCO in meeting the position's duties.

#### **DISTINGUISHING CHARACTERISTICS:**

The LAFCO Analyst II is an "at-will" employee who performs a wide range of entry-level to intermediate duties that include performing data collection and assisting in associated analysis in the preparation of studies required of Solano LAFCO under State law that culminate in making recommendations to the Commission on potential governmental reorganizations, boundary changes, and other related matters. The incumbent may also serve as a resource to the staff, committees, boards or commissions of other local agencies in Solano County as needed. Other pertinent characteristics include: providing administrative assistance to the Executive Officer, maintaining the LAFCO website, responding to public inquiries, organizing agency records, and working with Geographic Information Systems (GIS) to produce maps. Training will be provided, and as experience is gained, assignments may gradually become more complex and varied. Incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position.

The Analyst II classification initially works under close supervision completing less complex projects that are narrower in scope or specific portions of larger projects, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this classification.

#### **TYPICAL TASKS:**

- Conduct basic to intermediate research, data collection, and related analysis in evaluating local agencies and their governmental services in the preparation of municipal service reviews and related regional planning studies.
- Assist in various phases of processing application proposals for boundary changes, outside service extensions, and reorganizations of local government agencies including project initiation and completion, tracking and maintaining legal and policy deadlines, etc.

- Utilize a variety of computer software programs to prepare: charts, tables, spreadsheets, maps, diagrams, graphs, and reports.
- Respond to public inquiries while exercising independent judgement in providing information and/or referring questions to other staff.
- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities.
- Assist in the preparation of agendas and associated staff reports and organize and prepare Commission packet for distribution.
- Support for all Commission meetings including the posting of legal notices, agendas, and meeting materials; staff support during Commission meetings; preparing minutes and final meeting records; and tracking and maintaining legal or policy deadlines.
- Assist in making presentations before the Commission, other local agencies, and community groups.
- Support for Commission actions including reviewing resolutions and related documents for accuracy; and the distribution, recording, and filing of Commission actions.
- Maintain the LAFCO website.
- Administer the Fair Political Practices Commission (FPPC) regulations and disclosure documents and serve as LAFCO's filing officer.
- Maintain adequate office supplies inventories including submitting orders, providing price comparison, conducting product research, and providing recommendations when necessary.
- Provide administrative support such as processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; receiving monies; assisting in budget request preparation by researching and compiling information; establishing and documenting clerical operation and work methods procedures.
- Manage records and data files, including administrative records, project files, archive files, inventory and directories of local agencies, etc.

### **EMPLOYMENT STANDARDS:**

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 in this position description:

#### **Education/Experience:**

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, graphic information system, or closely related field.

Analyst II – Experience: One year of experience performing analysis work involving research and data collection, including the preparation of recommendations and reports, or one year of experience as a LAFCO Analyst I. Experience with geographic information systems is highly desirable, but not necessary.

**Knowledge of:**

- Advanced knowledge of Microsoft Word and Excel, and knowledge of other standard computer applications and software such as PowerPoint, Adobe, etc.
- Laws, regulations, and policies applicable to local government.
- Legislative and judicial analysis resources.
- Analytical techniques and practices to include administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Basic city and county planning principles and practices.
- Budget preparation principles, practices, and techniques.
- Principles and practices of accounting, cost analysis, and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive manner.
- Composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports.
- Basic mathematics for developing, preparing, and completing numerical, budgetary, and/or statistical reports.
- Best practices in office management, including filing and records retention.
- Skills in organizing work, setting priorities, meeting deadlines, and following assignments with minimum direction.

**Ability to:**

- Prepare and interpret a wide variety of maps, graphic illustrations, and land use data.
- Understand program objectives in relation to LAFCO's goals and procedures.
- Collect, compile, and analyze qualitative information.
- Research laws, regulations, procedures, and/or technical reference materials; analyze, evaluate, and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options; make appropriate recommendations; and implement the resultant change effectively.
- Understand, interpret, and apply applicable laws, regulations and policies, and use good judgement in their application.
- Prepare and present concise written reports and make verbal presentations.
- Prepare and monitor contracts according to Commission directives.
- Manage a variety of simultaneous work projects and carry them through successful completion.
- Prepare a variety of written communications to include reports, policies, procedures, and comprehensive narrative and statistical reports.

- Communicate information and ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent LAFCO in meeting with representatives from various public/non-public agencies and with the public.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information in compliance with laws and regulations.

**Desirable Work Style and Personal Traits:**

- Possess a high degree of integrity, works well with peers and supervisors as well as difficult and sensitive organization issues;
- Possess a commitment to very high ethical standards and quality public services;
- An active listener, supportive team member, and demonstrates an energetic work style;
- Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment;
- Able to interact well and comfortably with individuals of diverse backgrounds;
- Able to approach challenges with confidence, and maintain positive, productive, and ethical interaction with peers, the public, the Commission and elected officials, and;
- Maintain a professional appearance.

**Special Requirements:**

- Possession of a valid California Driver's License prior to appointment.
- Required to work some extended hours to attend meetings or assist with presentations.