



Office of Human Resources
Legislative Policy Analyst Senior - YA3101
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General Statement of Duties

This class performs advance qualitative and quantitative analysis of policy issues, assist with development and implementation of Council-directed initiatives, and serves as an expert in the Council's budget processes through the analysis of budgets and financial plans as assigned. Performs advanced level research and analysis into complex issues, making recommendations and providing guidance to City Councilmembers on existing and proposed legislation.

Distinguishing Characteristics

The Senior Legislative Policy Analyst possess the ability to locate and interpret factual information; conduct research; prepare objective, nonpartisan descriptive and analytical reports; and participate in team research projects and presentations. This class is the second level of the Legislative Policy Analysis series. It is distinguished from the Legislative Policy Analyst, who performs full performance level and specialized professional level work coordinating and managing the City's legislative process; performing research and analysis into complex policy issues, making recommendations and providing advice and guidance to City Councilmembers on existing and proposed legislation; and functioning as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures.

Level of Supervision Exercised

By position, supervises office staff.

Essential Duties

Provides advanced, complex budget, accounting, finance, public administration, social science, operations research and evaluation, capital projects, transportation or policy analysis in support of social, financial, and service delivery programs; conducts qualitative and quantitative analysis of legislation and issues that may be considered controversial and/or complicated; identifies and evaluates both internal and external policy and the fiscal impacts, consequences, and risks associated with legislative proposals and Council-directed initiatives and presents analysis in public meetings of City Council;

Provides advice and counsel on complex subject-specific matter involving strategic direction, policy, organizational, and operational issues;

Researches and analyzes complex policy issues; prepares and presents authoritative, confidential, objective and nonpartisan alternatives, legislation, and amendments to legislation for City Council members and committees; drafts amendments to proposed legislation and prepares written reports, when necessary

Provides consultation in connection with legislation and policy development involving broadly defined subject matter, services and processes;

Conducts research projects that contribute to evaluation of fiscal, policy and/or programmatic consequences;

Through personal consultation, assists committees and Councilmembers with consideration of legislative issues by providing information and analysis, and providing subject-area knowledge.

Leads or participates in internal and external committees such as those comprised of departmental staff, interdepartmental staff and interagency staff;

Performs other duties as assigned that support the overall objective of the position.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

None

Education Requirement

Master's degree in Public Administration, finance, accounting, transportation planning, behavioral or social science, political science, business, economics, or equivalent discipline.

Experience Requirement

Five (5) years of professional experience conducting research, compiling and analyzing data, and preparing recommendations and implementation strategies on a variety of legislative policy issues to include managing policy changes through the legislative approval process.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Occasional pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding grasping, or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Vision: Ability to adjust vision to bring objects into focus.

Near Acuity: Ability to see clearly at 20 inches or less.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

Sitting: Remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means or spoken words.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-814

FLSA Code: Y

Established Date: 9/23/2018

Established By: BM

Revised Date:

Revised By:

Class History: