



Office of Human Resources Legislative Policy Analyst - YA2457

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General Statement of Duties

Performs full performance 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 Council members 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.

Distinguishing Characteristics

This class is the first level of the Legislative Policy Analyst series. The Legislative Policy Analyst Senior 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.

The City Council Legislative Analyst is also distinguished from the City Council Aide series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members' district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

Level of Supervision Exercised

None

Essential Duties

Coordinates and manages the City's legislative process which involves assigning ordinance requests to appropriate City Council committees; reviewing and tracking requests for legislation; and creating and distributing official notification of proposed legislation.

Coordinates and participates in City Council committee meetings by working with the committee chair to set agendas and schedule meetings; coordinating department/agency presentations and obtaining additional information for City Council members; and documenting official action and disposition legislation from City Council committee meetings with use of proprietary legislative software system.

Prepares a variety of descriptive and background reports, memoranda, and written materials on subjects or public policy issues within the employee's area of professional knowledge;

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.

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

Serves as an advisor to City Council members and City Council Aides by reviewing and evaluating existing and proposed legislation and making unbiased recommendations that shape policies that may have significant impact on the City's resources, priorities, and direction.

Acts as a technical expert on the City's legislative processes by providing guidance to City Council members, city employees, and the public on legislative processes and procedures; recommending changes in procedures and processes to enhance the functioning of the legislative branch of the City; and ensuring that City Council powers and duties are preserved or strengthened according to Charter.

Cultivates, fosters, and maintains positive working relationships with constituents, city employees, and City Council members by answering questions in regard to City Council policies and procedures, resolving complex issues presented by city departments/agencies and constituents to City Council.

Serves as a policy expert to City Council on various groups, task forces, and committees to assure legislative voice is considered among proposed alternatives; completes special projects supporting City Council functions, as assigned by supervisor.

Performs a variety of professional duties on behalf of City Council to include composing technical work products, such as Charter amendments, ordinances, and resolutions; and proofing and editing the technical works of others.

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

Bachelor's Degree in Public Administration, Business Administration, Public Relations, or a related field.

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-812

FLSA Code: Y

Established Date: 5/25/2018

Established By: LS

Revised Date:

Revised By:

Class History: