



Policy Analyst

Salary Range	
Hourly:	\$29.9695 - \$40.1626
Biweekly:	\$2,397.56 - \$3,213.00
Annually:	\$62,336.63 - \$83,538.11

Summary

Under general supervision of the Executive Officer, the Policy Analyst independently performs and manages a variety of complex professional projects, including planning studies, development of policies and procedures, and individual project reviews involving data collection and analysis, report preparation, public contact; public speaking and performs other duties, as assigned.

Distinguishing Characteristic

The Policy Analyst is an “at will” employee who shall serve at the will of the LAFCo Executive Officer as provided by state law and Commission policy.

Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Duties may include but are not limited to the following:

- Researches, collects, compiles, organizes, synthesizes, analyzes and interprets information and data necessary to meet State law requirements and Butte LAFCo Policies and Procedures.
- Manages, reviews and analyzes proposals filed with LAFCo, conducts field investigations, makes recommendations and prepares and presents detailed and concise staff reports to Commission and member agencies.
- Reviews, analyzes, and prepares written comments on proposed development projects (i.e., tentative subdivision and parcel maps) and land use documents (i.e., general plans) that may require LAFCo action.
- Performs analysis relating to the California Environmental Quality Action (CEQA), reviews and, as necessary, prepares CEQA documents (i.e., environmental impact review initial studies) necessary for LAFCo action.
- Manages and conducts special studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive.
- Develops maps, charts, and graphs used in planning studies and reports; researches, collects, compiles, organizes, synthesizes, analyzes and interprets data; conducts comparative studies of land use, population structure, economic structures; and prepares technical reports.
- Makes presentations and manages public participation/outreach processes relating to pending LAFCo proposals, LAFCo programs, LAFCo laws; and policies and procedures.

- Prepares and presents staff reports with recommendations to the Commission, member agencies, and applicants.
- Manages and performs administrative functions such as developing fee schedules, surveys, and policy and procedure manuals.
- Participates in LAFCo related organizations and professional associations.
- Performs other duties, as assigned.

Required Knowledge and Skills

- Knowledge of LAFCo law, practices and procedures; principles of land use regulations and strategic planning, including practices and techniques of urban and regional planning.
- Knowledge of city, county, state and federal statutes, ordinances, codes, administrative orders, case law and other governing rules and regulation for member agencies.
- Knowledge of the California Environmental Review Process.
- Knowledge of research and statistical methods; public finance; public infrastructure; interagency relationships; Microsoft Office programs; web page design and maintenance; and geographic information system software.
- Knowledge of complex project management procedures and techniques.
- Skill in reading, interpreting and applying LAFCo law, policies and procedures.
- Skill in detection of discrepancies in plans, methods and processes.
- Skill in reading and interpreting relevant rules, regulations and applying them to complex projects.
- Skill in reading and interpreting technical documents and map specifications.
- Skill in working independently; assessing and prioritizing multiple tasks, projects and demands and in working with deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with agency staff, member agencies, elected officials, representatives of relevant agencies and the general public.
- Skill in using computers, utilizing a variety of software, including working with geographical systems software.
- Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures and technique resolutions.
- Skill in preparing and presenting complete, complex, comprehensive and accurate reports.

Minimum Requirements-Education, Certifications and Licenses

- Bachelor's degree in Geography, Regional Planning, Environmental Studies, Public Administration, or any related field.
- Three (3) years relevant experience in local government, land use planning, geographic information systems, LAFCo and the California Environmental Quality Action is desirable.
- A valid, unrestricted State of California driver's license.

Environmental Factors and Conditions/Physical Requirements

- Work is performed in an office and field environment.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. EACH INCUMBENT DOES NOT NECESSARILY PERFORM ALL DUTIES. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB RELATED DUTIES AS MAY BE REQUIRED. THE EXECUTIVE OFFICER WILL UTILIZE HIS/HER INDEPENDENT JUDGMENT WHEN CONSIDERING EACH CANDIDATES QUALIFICATIONS.