

## **SENIOR LAFCO ANALYST**

**Monthly Salary \$5,618 - \$6,829 DOQ**

### **Position Description**

Under general direction of the Executive Officer, the Senior LAFCo Analyst plans, supervises, coordinates, and performs a wide variety of the more complex professional and technical functions and programs of the Fresno Local Agency Formation Commission; and performs related work as required.

The Analyst classification series performs a wide variety of professional planning, research, and analytical assignments involving compiling, researching, analyzing and evaluating data related to activities and programs of the Fresno Local Agency Formation Commission. The Senior Analyst is the first-line supervisor in the Analyst classification series. Incumbents handle the more complex professional and technical planning functions, and supervise the day-to-day activities of subordinate staff. Supervisory duties may include interviewing, selecting, training, assigning and reviewing work, evaluating and disciplining subordinate staff, and communicating division policy and objectives to staff.

The Senior Analyst classification differs from the Analyst III in that the former may performs full supervisory duties.

### **Examples of Job Duties**

The information listed below is meant to serve as samples of essential job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Prepares and administers schedules for projects and adopted programs.
2. Assists the Executive Officer with administration of LAFCo programs and functions.
3. Supervises staff involved in various activities and programs of the Fresno Local Agency Formation Commission. Supervisory duties may include interviewing, training, assigning and reviewing work, evaluating subordinate staff; and ensuring effective communication of LAFCo policy and objectives to subordinate staff.
4. Participates in directing the development, interpretation and implementation of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Fresno LAFCo policies, procedures and practices.
5. Schedules, plans and completes special studies and prepares comprehensive reports, correspondence, statistical data and Commission agenda items regarding various complex matters.
6. Interacts with State, County, City, Special District, agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions.
7. Implements and interprets State laws and regulations, and LAFCo policies, procedures,

and practices.

8. Prepares and monitors an applicable section of the LAFCo's operating budget.
9. Prepares and processes California Environmental Quality Act (CEQA) documents.
10. Conducts oral presentations before the LAFCo, Board of Supervisors, City Councils, Planning Commissions, at public meetings, or at other agencies or organizations.
11. May act as the Deputy Executive Officer under the direction, or in the absence of the Executive Officer.

Essential job functions: duties 1 through 7 are designated as ADA Essential Functions and must be performed in this job. All other job duties are secondary functions.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Knowledge of Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Fresno LAFCo policies, procedures and practices.
- Advanced standard terminology, techniques and practices of LAFCo.
- Ability to conduct timely and effective advanced intra- and inter-governmental and statutory research and to prepare technical papers.
- Knowledge of State planning, and development laws and the California Environmental Quality Act.
- Knowledge of special district principal acts.
- Knowledge of principles and practices of operational budgets.
- Principles and practices of effective employee supervision, including selecting, training, and evaluation.
- GIS system management.
- English usage, spelling, grammar and punctuation.

Skills/Abilities to:

- Plan and supervise the work of staff in compilation of data, research, enforcement and the preparation of municipal service reviews, policy analysis and recommendations, and studies for the implementation of LAFCo law and policy.
- Calculate mathematics relating to planning and statistical research.
- Prepare clear, concise and comprehensive reports.
- Interpret LAFCo law and policy.
- Effectively and independently manage multiple work assignments, set priorities and meet critical deadlines.
- Communicate effectively, both orally and in writing.
- Exercise sound independent judgment.
- Establish and maintain effective working relationships at all organizational levels as well as with other agencies and the public.
- Display a high degree of initiative, maturity, integrity, creativity and good judgment.
- Maintain accurate records.

- Utilize various computers and programs for report writing and statistical analysis.

### **Minimum Qualifications**

#### **Education:**

Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system, in Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration or closely related field.

#### **Experience:**

Three (3) years of full-time, paid work experience equivalent to that gained as a LAFCo Analyst.

#### **License:**

Possession of a valid driver's license and maintenance of adequate automobile insurance.

### **Work Environment**

Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting. For example, may occasionally (2-3 times per month) travel to visit local agencies and meet with local agency representatives and other parties within the County; may occasionally (2-4 times per year) travel to training, meetings, or conferences around the State.

### **Physical Demands**

Ability to occasionally lift up to 25 pounds.

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