



Marin Local Agency Formation Commission

Regional Planning Agency | Subdivision of the State of California

Established
January 16, 2019

POLICY ANALYST

Job Description and Benefits

DEFINITION

The Policy Analyst works full-time under the immediate direction of the Executive Officer and performs a full range of analytical, technical, and administrative staff support services for Marin LAFCo. Applicants would be expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position. Assignments may be functional or may include serving as project manager for assigned studies.

CLASS CHARACTERISTICS

Under immediate supervision, the Policy Analyst will be trained in analysis of local governmental services, including assessing availability, capacity, and performance relative to current and projected needs. This includes, but is not limited to, preparing studies required of Marin LAFCo under State law that culminate in making recommendations to the Commission on potential governmental reorganizations, boundary changes, and other related matters. Training will be provided, and as experience is gained, assignments gradually become more complex and varied.

EXAMPLES OF DUTIES (Illustrative Only)

- Conduct 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;
- Perform basic to intermediate qualitative and quantitative analysis in tracking demographics, service capacities, and financial resources;
- Perform routine work in various phases of processing applicant proposals for boundary changes, outside service extensions, and reorganizations of local government agencies;
- Contribute to the preparation of special studies, involving inter-jurisdictional and inter-departmental coordination;
- Research, analyze, and prepare agenda items for presentation to the Commission;
- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities;
- Organize and make presentations before the Commission and other local governmental agencies and community groups;

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Policy Analyst

- Explain policies and procedures to the public and assist with related questions, issues, and/or concerns;
- Utilize a variety of computer software programs to prepare reports, maps, diagrams, graphs, and other material related to duties;
- Oversee the day-to-day activities of Marin LAFCo office upon the scheduled absence of the Executive Officer; and
- Assist with general office duties as needed, including (but not limited to) responding to public inquiries, performing data entry, and organizing agenda packets.

EMPLOYMENT STANDARDS

Any combination of education and experience that would provide the knowledge and skills listed. Typically, Graduation from a four-year college or university with major coursework in business or public administration, public policy or a field related to the work or at least four years of work experience involving administrative, budgetary, or organizational analysis and/or in providing administrative staff support in areas such as budgeting, report preparation, and technical analysis. Advanced coursework in an appropriate field is desirable or other experience that will have provided a basic knowledge of public agency organization and functions.

GENERAL COMPETENCIES:

- Role and function of Marin LAFCo
- Role and function of local government and specifically counties, cities, and districts
- Public administrative and planning principles and practices
- Project management, analytical processes, and report preparation techniques
- Computer applications related to work, including Microsoft Office programs
- Techniques for dealing effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone

ABILITIES:

- Perform basic to intermediate qualitative and quantitative analysis
- Provide critical thinking and objective reporting
- Direct and conduct special studies, projects, and public meetings
- Prepare clear and concise reports, correspondence, and other written materials
- Organize and manage projects and programs efficiently
- Establish and maintain effective working relationships with others
- Exercise sound independent judgment in performing assignments
- Maintain accurate records and files

DESIRABLE:

- Professional and positive attitude
- Self-starter who can be resourceful to solve problems
- Knowledgeable about municipal planning and LAFCo law
- Experienced working with boards or commissions
- Experience working within the Brown Act and Public Records Act

SALARY AND BENEFITS:

The incumbent serves as an employee of Marin LAFCo. Salary is determined by Marin LAFCo and based on a five-step merit system. Staff are generally hired at the first step and through annual reviews become eligible to advance if approved. Consideration will be given to those who have additional experience. Annual Salary range for this position is \$73,569.60 - \$89,294.40

For purposes of defining benefits Marin LAFCo will provide the Policy Analyst with health (medical, dental, vision, and life insurance) and pension coverage consistent with the contributions provided by the County of Marin to its Administrative Analyst I position. This includes mandatory participation by the Policy Analyst in the pension program administered by the Marin County Employee Retirement System. Marin LAFCo does not participate in Social Security. The Policy Analyst will also receive vacation, holiday, sick time, and personal leave consistent with the accruals and allowances provided by the County of Marin to its Administrative Analyst I position.

WORKING CONDITIONS:

Approximately 90% of the duties of this position are performed in an indoor office environment and may require that an incumbent sit/stand at a desk for prolonged periods of time; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means; and lift and move up to 25 pounds. Approximately 10% of the position involves traveling with or without others to project sites, other agencies, and outside conferences and/or meetings.

TIMELINE AND APPLICATION PROCESS:

This position will be open until filled. All applications turned in by February 15 will be reviewed together with the first group of interviews occurring the week of February 25.

Interested applicants should submit cover letter addressing why you are interested in the position, a copy of your resume, and answer the following supplemental questions. All materials should be emailed to jfried@marinlafco.org

SUPPLEMENTAL QUESTIONS

1. Describe a complex analysis you have undertaken and the process you used to formulate your conclusion or recommendation.
2. Describe your experience in preparing studies, reports, and recommendations that implement applicable laws, policies, or guidelines. Please include a discussion of any experience you may have in presenting policy-related information or recommendations at public meetings.
3. Describe your professional experience in land use planning or administering a public program or related experience.
4. Describe your professional experience developing, writing, and designing educational and/or outreach materials, such as newsletters, annual reports, brochures, and white papers. Additionally, please include any professional experience working with websites and/or geographic information systems.