



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

7b

AGENDA REPORT
 Business | Action

June 6, 2022

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: **Revisions to Adopted Rules | Proposed Job Classification Changes Local Governmental Analyst Series**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider revisions to its adopted Rule No. VI involving proposed job classification changes for the Local Governmental Analyst series. The proposed changes are consistent with an earlier organizational assessment prepared by the County of San Diego’s Human Resources Department and premised on modernizing the series to reflect evolving duties and needs as well as enhance recruitment and retention. Specific changes involve deleting the Chief Policy Analyst and Chief Government Services Analyst positions and updating the Analyst I, II, and III positions with the latter focused on relaxing relatable job qualifications and distinguishing key duties. There are no fiscal impacts associated with the proposed changes.

BACKGROUND

Analysts’ Job Classifications

San Diego LAFCO’s job classifications for its Local Government Analyst series are provided under Rule No. VI and have incrementally evolved and expanded and currently include six different positions. Each classification is non-represented (non-union) and serves at-will to the Executive Officer. A listing of all six positions in the series follow along with current salary ranges and budget/filled statuses.

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Local Government Analyst Series				
Position	Minimum Annual Salary	Maximum Annual Salary	FTE Budgeted	FTE Filled
Chief Policy Analyst	88,336	148,450	0.0	0.0
Chief Governmental Services Analyst	88,336	148,450	0.0	0.0
Analyst III	76,814	129,126	0.0	0.0
Analyst II	59,010	92,851	1.0	0.0
Analyst I	49,816	78,312	2.0	2.0
Administrative Analyst	49,816	78,312	0.0	0.0

FTE budgeted and filled status reflect both FY22 (adopted) and FY23 (proposed)

Earlier Organizational Assessment

In October 2019 the County of San Diego’s Human Resources Department provided the Executive Officer with an organizational assessment on San Diego LAFCO. The assessment was prepared at the Executive Officer’s request and considered both job classifications and salary ranges for all non-management positions. The assessment included two sets of recommendations. The first set of recommendations involved administrative support positions and marked by dividing Executive Assistant duties in conjunction with creating a Commission Clerk position. This set of recommendations were presented and approved by the Commission in June 2020. The second set of recommendations involved professional support positions and headlined by condensing volume via the elimination of the Chief Policy Analyst and Chief Governmental Services Analyst positions while also updating the Analyst I, II, and III positions. This second set of recommendations was initially planned for presentation in late 2020 but subsequently sidelined due to the pandemic.

DISCUSSION

This item is for San Diego LAFCO to consider proposed changes to the Local Governmental Analyst series aimed at modernizing these positions’ prescribed roles and expectations to better reflect current and developing needs. Specific changes involve the deletion of the Chief Policy Analyst and Chief Government Services Analyst positions and updating the Analyst I, II, and III positions with the latter focused on relaxing relatable job experience requirements and distinguishing position duties. Additional discussion follows and is divided between addressing changes to the (a) Chief Policy and Chief Governmental Service Analysts positions and (b) Analyst I, II, and III positions.

Proposed Changes:

Deleting the Chief Policy Analyst and Chief Governmental Service Analyst Positions

The Chief Policy Analyst and Chief Governmental Services Analyst positions were established by the Commission in the early 2000s and currently unfilled. The positions are placed at the top of the series and immediately above Analyst III and below Assistant Executive Officer. LAFCO has historically employed these positions to accommodate incumbents that have

accumulated more than 10 years of service at LAFCO and merit placement past Analyst III without advancing to Assistant Executive Officer. Consequently, the job descriptions for the Chief Policy Analyst and Chief Governmental Service Analyst largely overlap with the Assistant Executive Officer and Analyst III.¹ The last incumbent budgeted in one of these positions retired in 2020-2021. It is proposed these positions – Chief Policy Analyst and Chief Governmental Service Analyst – be deleted given this overlap and preference therein to prioritize the use of the others in the series.

Proposed Changes: Updating the Analyst III, II and I Positions

The Analyst III, II, and I positions were established by the Commission in the 1970s to mirror similar classes used by the County of San Diego and have been continuously budgeted and filled. The job descriptions of these positions – pertinently – have remained relatively fixed despite considerable changes in LAFCO responsibilities and headlined by the addition of the municipal service review requirement beginning in 2001. The job descriptions also share similar – and in some instances redundant – duties and tasks with distinctions among the positions largely implied via differences in the associated salary ranges. Changes are proposed, accordingly, to update the job descriptions to remedy the preceding considerations and focused on four areas as described below and reflected in Attachments One (track-change) and Two (clean).

- Relax Minimum Job Qualifications:
The current job descriptions for Analyst I, II, and III require minimum job qualifications of one, three, and four years, respectively, with the latter two – II and III – needing to involve experience in state or local government. The job descriptions for all three also “highly encourage” graduate degrees in a related field. Changes are proposed to relax the minimum job qualification to no longer require experience in state and local government for Analyst II or III. A separate change is also proposed to eliminate the reference to encouraging a graduate degree for Analyst I placement.
- Distinguish Job Responsibilities:
The current job descriptions for Analyst I, II, and III generally rely on the associated salary ranges to imply distinguishing responsibilities that otherwise largely overlap between the three positions. Changes are proposed to make more explicit key distinctions and associated expectations in the job descriptions between the three positions’ in ascending order from Analyst I to III. An example involves the addition of preamble statements in all three job descriptions disclosing the Analyst I, II, and III are entry, intermediate, and senior positions within the Local Governmental Analyst series. Similar changes make explicit Analyst I, II, and III incumbents are responsible for performing average, advanced, to complex analyses, respectively.

¹ The salary band for the Chief Policy Analyst and Chief Governmental Service Analyst reflects a 15 percent annual salary premium compared to the Analyst III position.

Define Reporting Responsibilities:

Changes are proposed to define reporting responsibilities among the Local Governmental Analyst series. This includes making explicit Analyst I, II, and III all report to the Executive Officer or Assistant Executive Officer. This also includes making explicit the Analyst III serves as first-line supervisor for Analyst I and II.

Identify Comparable County Positions

Changes are proposed to identify comparable positions for Analyst I, II, and III with the County of San Diego and its Administrative Analyst I, II, and III positions. These changes would accommodate baseline references for both LAFCO and incumbents in considering possible changes in salaries and/or benefits proceeding forward. Related formatting and structure changes are also proposed to the job descriptions to mirror the County along with the inclusion of standard risk-management features.

ANALYSIS

The proposed changes to the Local Governmental Analyst series before San Diego LAFCO represents a continued process – albeit with pandemic-related delays – to modernize job descriptions to reflect evolving tasks and needs in the organization. Proceeding forward with the proposed changes incorporates remaining recommendations made by the County of San Diego Human Resources Department as part of their earlier organizational assessment on LAFCO paired with the Executive Officer’s own observations. Most notably, this latter consideration involves providing a clearer and more flexible path for incumbents in the Analyst I, II, and III positions to advance within the organization without the existing and artificial restrictions tied to having a prescribed number of years of state or local government experience. This change would similarly assist LAFCO in the recruitment and retention of good analysts irrespective their local government experience with the added incentive of a more direct path towards advancing to the Assistant Executive Officer position.

RECOMMENDATION

It is recommended San Diego LAFCO approve revisions to its adopted Rule No. VI to accommodate the proposed changes to the Local Governmental Analyst series as detailed. This recommendation is consistent with taking the actions identified in the proceeding section as Alternate One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

(a) Revise Rule No. VI to delete the following positions and associated job descriptions in the Local Governmental Analyst series:

- Chief Policy Analyst
- Chief Local Governmental Services Analyst

(b) Revise Rule No. VI to reflect the changes for the Analyst I, II, and III positions within the Local Governmental Analyst series provided in Attachments One (track-change) and Two (clean version).

Alternative Two:

Continue the item to the next regular meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

PROCEDURES

This item has been placed on the agenda for action as part of San Diego LAFCO's business calendar. The following procedures, accordingly, are recommended.

- 1) Receive verbal report from staff unless waived.
- 2) Commission discussion.
- 3) Consider the staff recommendation.

Respectfully



Keene Simonds
Executive Officer

Attachments:

- 1) Proposed Changes to Local Governmental Analyst Series (track-change)
- 2) Proposed Changes to Local Governmental Analyst Series (clean version)

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~~LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY~~

~~POSITION SPECIFICATION~~

~~LOCAL GOVERNMENTAL ANALYST III
(Chief, Policy Research Option)~~

Definition

~~Under limited direction, to plan, direct, and carry out programs and projects that implement the Commission's decisions and policies; to perform complex administrative and analytical work; to provide conceptual input for new and on-going projects and studies; to supervise other staff members as assigned by the Executive Officer. The salary band for the Chief, Policy Research reflects a 15 percent annual salary premium compared to the Local Governmental Analyst III position.~~

Typical Tasks

~~Has primary responsibility, under the direction of the Executive Officer, to establish and coordinate the development, implementation and update of LAFCO functions. Directly supervises and trains other LAFCO staff on projects identified by the Executive Officer.~~

~~Assists Executive Officer in arranging and conducting pre-meeting conferences with proponents and other interested persons and groups. Responsible for major proposal analysis, gathers and analyzes information related to LAFCO applications; prepares background reports and preliminary recommendations; and reports orally and in writing to the Commission on proposals, municipal service reviews and sphere of influence updates.~~

~~Responsible for ensuring compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.~~

~~Assists the Executive Officer to prepare the annual apportionment of LAFCO's net operating costs; reviews and updates LAFCO policies; reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., municipal service reviews, sphere of influence updates, fiscal and governmental reorganization) related to local agencies; attends Commission and Advisory Committee meetings and staffs meetings when necessary; has a thorough knowledge of Commission policies and state statutes; and represents LAFCO at various governmental, educational, and citizen-group meetings.~~

Distinguishing Characteristics

~~The Local Governmental Analyst III (Chief, Policy Research Option) position requires independent judgment and a well-developed sense of direction and must be able to exercise discretion concerning sensitive matters. The individual must possess strong communication~~

~~skills and have the ability to carry out a project from the conceptual stage through implementation. The Local Governmental Analyst III (Chief, Policy Research Option) position should possess the experience and qualities necessary to act for the Executive Officer for short periods of time in his/her absence.~~

Qualifications

Education: ~~Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.~~

Experience: ~~At least ten years of paid, responsible experience with a state or local governmental agency, of which at least two years are with LAFCO. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.~~

~~LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY~~

~~POSITION SPECIFICATION~~

~~LOCAL GOVERNMENTAL ANALYST III
(Chief, Governmental Services Option)~~

Definition

~~Under limited direction, to plan, direct, and carry out programs and projects that implement the Commission's decisions and policies; to perform complex administrative and analytical work; to provide conceptual input for new and on-going projects and studies; to supervise other staff members as assigned by the Executive Officer. The salary band for the Chief, Governmental Services reflects a 15 percent annual salary premium compared to the Local Governmental Analyst III position.~~

Typical Tasks

~~Has primary responsibility, under the direction of the Executive Officer, to establish and coordinate the development, implementation and update of LAFCO functions. Directly supervises and trains other LAFCO staff on projects identified by the Executive Officer.~~

~~Assists Executive Officer in arranging and conducting pre-meeting conferences with proponents and other interested persons and groups. Responsible for major proposal analysis, gathers and analyzes information related to LAFCO applications; prepares background reports and preliminary recommendations; and reports orally and in writing to the Commission on proposals, municipal service reviews and sphere of influence updates.~~

~~Responsible for ensuring compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.~~

~~Reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., municipal service reviews, sphere of influence updates, fiscal and governmental reorganization) related to local agencies; attends Commission and Advisory Committee meetings and staffs meetings when necessary; has a thorough knowledge of Commission policies and state statutes; reviews and updates office procedures; prepares the annual budget; oversees meeting agenda preparation; authorizes purchasing and payment of claims; and represents LAFCO at various governmental, educational, and citizen group meetings.~~

Distinguishing Characteristics

~~The Local Governmental Analyst III (Chief, Governmental Services Option) position requires independent judgment and a well-developed sense of direction and must be able to exercise discretion concerning sensitive matters. The individual must possess strong communication skills and have the ability to carry out a project from the conceptual stage through implementation. The Local Governmental Analyst III (Chief, Governmental Services Option) position should possess the experience and qualities necessary to act for the Executive Officer for short periods of time in his/her absence.~~

Qualifications

~~Education: Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.~~

~~Experience: At least ten years of paid, responsible experience with a state or local governmental agency, of which at least two years are with LAFCO. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.~~

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST III

Definition

The Local Governmental Analyst III is senior-level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst III position.

With limited supervision, incumbents are responsible for performing administrative and analytical work of above-average to high difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

~~Under limited direction, to plan, direct, and carry out programs and projects that implement the Commission's decisions and policies; to perform complex administrative and analytical work; to provide conceptual input for new and on-going projects and studies; to supervise other staff members as assigned by the Executive Officer.~~

Typical Tasks

Local Governmental Analyst III ~~incumbents have~~ ~~Has~~ primary responsibility, under the direction of the Executive Officer ~~or Assistant Executive Officer~~, to ~~establish and coordinate~~ ~~lead in~~ the development, implementation and update of LAFCO's ~~otherwise normal planning and regulatory functions. This includes Responsible responsibility~~ for major proposal ~~and study~~ projects;;, preparing and/or reviewing ~~associated background agenda~~ reports and preliminary recommendations;;, and reporting orally and in writing to the Commission ~~on proposals and Advisory Committees. May be tasked with staffing an Advisory Committee.~~

Incumbents ~~To ensure~~ help ensure LAFCO compliance with the California Environmental Quality Act.

Incumbents serve as first-level supervisors for Local Government Analyst I/II positions. ~~Reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., fiscal and governmental reorganization)~~

~~related to local agencies; attends Commission and Advisory Committees meetings; and has a thorough knowledge of Commission policies and state statutes.~~

Knowledge, Skills, and Abilities

~~The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst III – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.~~

- ~~• Expert understanding of LAFCO statute and related procedures~~
- ~~• Understand political implications of findings, recommendations, and decisions~~
- ~~• Plan and implement projects as assigned with limited supervision~~
- ~~• Knowledge of government organization functions and services~~
- ~~• Advanced understanding of the California Environmental Quality Act~~
- ~~• Familiar with principles and practices of public administration, community development and planning, and public finance~~
- ~~• Ability to collect, analyze, and interpret relevant data~~
- ~~• Perform advanced-level qualitative and quantitative analysis~~
- ~~• Compose written memos, letters, and agenda reports~~
- ~~• Skillfully proof and edit others written reports, letters, etc.~~
- ~~• Business english~~
- ~~• Communicate clearly, concisely, and effectively orally and in writing~~
- ~~• Current technology and trends in the profession~~
- ~~• Telephone, office, and online etiquette~~
- ~~• Communicate effectively with individuals representing diverse cultures and backgrounds~~
- ~~• Exercise good judgement and initiative~~
- ~~• Communicate effectively with individuals representing diverse cultures and backgrounds~~

Distinguishing Characteristics

~~The Local Governmental Analyst III is a senior level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I/II positions. Distinguishing characteristics include being assigned substantive to complex proposals and studies along with regularly representing LAFCO to the general public and other local governmental agencies. The position relatedly requires ongoing self-direction and sound judgement in accomplishing assigned projects from the conceptual stage through implementation and ability to readily assess political implications of findings, recommendations, and decisions. e-Staff Analyst III position requires independent judgment and a well-developed sense of direction and must be able to exercise discretion concerning sensitive matters. The individual must possess strong communication skills and have the ability to carry out a project from the conceptual stage through~~

~~implementation. The Staff Analyst III position should possess the experience and qualities necessary to act for the Executive Officer for short periods of time in his/her absence.~~

An adaptive ability to practice and cultivate effective teamwork and collaboration as a first-line supervisor also distinguishes this position from others in the series.

Qualifications

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.

Experience:

At least four years of ~~paid,~~ responsible experience that would provide the knowledge and skills to perform the typical tasks of the position. Experience with a state or local government agency is considered beneficial but not required. with a state or local governmental agency, of which at least two years are with LAFCO. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the accommodation of telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST II

Definition

The Local Government Analyst II is the An intermediate level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst II position.

With general supervision, incumbents are responsible for ~~position to~~ performing administrative and analytical work of above-average difficulty; to review, report, and present material relating to jurisdictional change proposals, ~~studies, and/or special projects as assigned before the Commission; to conduct special studies and projects.~~

Typical Tasks

Local Governmental Analyst II incumbents have primary responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development, implementation and update of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for moderate to major proposal and study projects, preparing associated agenda reports and preliminary recommendations, and reporting orally and in writing to the Commission and Advisory Committees. May be tasked with staffing an Advisory Committee.

~~Gathers and analyzes information related to LAFCO applications; prepares background reports and preliminary recommendations; and reports orally and in writing to the Commission on proposals.~~

Incumbents assist higher-level staff to ensure LAFCO compliance with the California Environmental Quality Act.

~~To ensure compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.~~

Incumbents serve as a resource to advise the Local Government Analyst I position.

~~Reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., fiscal and governmental reorganization)~~

~~related to local agencies; attends Commission and Advisory Committees meetings; and is knowledgeable of Commission policies and state statutes.~~

Knowledge, Skills, and Abilities

~~The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst II – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.~~

- ~~• Advanced understanding of LAFCO statute and related procedures~~
- ~~• Knowledge of government organization functions and services~~
- ~~• Understanding of the California Environmental Quality Act~~
- ~~• Familiar with principles and practices of public administration and public finance~~

- ~~• Ability to collect, analyze, and interpret relevant data~~
- ~~• Perform intermediate-level qualitative and quantitative analysis~~
- ~~• Compose written memos, letters, and agenda reports~~
- ~~• Business english~~
- ~~• Communicate clearly, concisely, and effectively orally and in writing~~
- ~~• Current technology and trends in the profession~~
- ~~• Telephone, office, and online etiquette~~
- ~~• Communicate effectively with individuals representing diverse cultures and backgrounds~~
- ~~• Exercise good judgement and initiative~~
- ~~• Communicate effectively with individuals representing diverse cultures and backgrounds~~

Distinguishing Characteristics

~~The Local Governmental Analyst II is an intermediate level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I position. Distinguishing characteristics include being assigned advanced to substantive proposals and studies as well as increased interface with the general public and other local government agencies. The position requires independent and sound judgment to comply with appropriate laws, regulations, and proceedings, ~~and a well-developed sense of discretion,~~ and ability to practice and cultivate effective teamwork and collaboration within and outside LAFCO. ~~make this position more responsible than the Staff Analyst I position.~~~~

Qualifications

~~Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:~~

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A master's degree in one of these fields is ~~highly encouraged~~beneficial, but not required.

Experience:

At least three years of responsible experience performing research and analytical work, personnel, budget, finance or customer service. ~~with a state or local government agency.~~ Education beyond the bachelor's degree may also substitute for one year of experience. ~~Previous experience should provide familiarity with local government issues such as the planning process, public finance, and community development.~~

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST I / ADMINISTRATIVE ANALYST

Definition

The Local Governmental Analyst I is the entry level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst I position.

With direct supervision, incumbents are responsible for performing administrative and analytical work of average difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

~~With limited direction, to perform analytical work of average difficulty; to review, research, report, and present material relating to jurisdictional change proposals; and to conduct special studies and projects.~~ The Local Governmental Analyst position may be filled at an Administrative Analyst level, depending on the needs of the office and qualifications of the candidate. If filled at the Administrative Analyst level, then the position will also be responsible for a variety of administrative tasks ~~in support of managerial functions.~~

Typical Tasks

Local Governmental Analyst I incumbents have responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development and implementation of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for basic proposals and study projects, preparing associated agenda. ~~Gathers and analyzes information related to routine LAFCO proposals; prepares background reports and preliminary recommendations, supporting higher-level class positions; locates, researches, and utilizes resource materials in an optimal manner so as to provide the full range of available options to the Executive Officer; and reports reporting orally and in writing to the Commission and Advisory Committees on proposals.~~

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst I – are representative but not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Understanding of LAFCO statute and related procedures
- Knowledge of government organization functions and services
- Familiar with principles and practices of public administration
- Ability to collect, analyze, and interpret relevant data

- Perform entry-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Business english
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative

~~To ensure compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.~~

~~Reviews and researches legislative topics, problems in local government, and performs other special assignments; assists in studies (e.g., fiscal and governmental reorganization) related to local agencies; develops a working knowledge of state statutes; provides information and assistance to other government agencies, citizens' groups, and individuals; and attends Commission and Advisory Committees meetings.~~ If filled at the Administrative Analyst level, then an emphasis will be placed on the following tasks: compiling information and drafting office policies and procedures; retrieving, gathering, and analyzing information to assist other staff members; interpreting and conveying comprehensive and comprehensible instructions, reports, and regulations by utilizing excellent English language reading, writing, and speaking skills; meeting with the public to answer inquiries or complaints regarding procedures; assisting in planning and coordinating personnel recruitment and selection; supervising and training support staff; organizing and directing publication and distribution of Commission agenda and supporting materials; preparing, editing, and proofreading staff reports; preparing or supervising preparation of Commission resolutions for review and signature; preparing and noticing environmental documents as required by legal regulations; and preparing procedural manuals and other publications.

Distinguishing Characteristics

~~This The Local Governmental Analyst I is the entry level of the Local Governmental Analyst position series. Distinguishing characteristics include being assigned basic to moderate proposals and studies and interfacing with the general public and other local government agencies. The position requires independent and sound judgment to comply with appropriate laws, regulations, and proceedings while practicing effective teamwork and collaboration within LAFCO. The primary duties of this class involve proposal processing. However, if If the position~~

is filled at the Administrative Analyst level, then an emphasis will be placed on administrative analysis and support services.

Qualifications

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, economics, urban studies, or a related field. ~~A master's degree is highly encouraged but not required.~~

Experience:

At least one year of responsible experience ~~which may include internship with a state or local government agency performing research and analytical work, personnel, budget, finance, or customer service.~~ Education beyond the bachelor's degree may substitute for experience.

Special Knowledge and Skills Required of Administrative Analyst:

Understanding of basic research methods and available resources as well as basic mathematics and statistics to compute data upon which various administrative projections and decisions are based; comprehension of government organization, procedures, and operations and how they interrelate with office procedures and goals; and proficiency with Word, Excel, Access, or other similar computer programs.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the ability to telework up to 50% of standard hours if eligible and authorized by the Executive Officer. -Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST III

Definition

The Local Governmental Analyst III is senior-level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst III position.

With limited supervision, incumbents are responsible for performing administrative and analytical work of above-average to high difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

Typical Tasks

Local Governmental Analyst III incumbents have primary responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to lead in the development, implementation and update of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for major proposal and study projects, preparing and/or reviewing associated agenda reports and preliminary recommendations, and reporting orally and in writing to the Commission and Advisory Committees. May be tasked with staffing an Advisory Committee.

Incumbents help ensure LAFCO compliance with the California Environmental Quality Act.

Incumbents serve as first-level supervisors for Local Government Analyst I/II positions.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst III – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Expert understanding of LAFCO statute and related procedures
- Understand political implications of findings, recommendations, and decisions
- Plan and implement projects as assigned with limited supervision
- Knowledge of government organization functions and services
- Advanced understanding of the California Environmental Quality Act

- Familiar with principles and practices of public administration, community development and planning, and public finance
- Ability to collect, analyze, and interpret relevant data
- Perform advanced-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Skillfully proof and edit others written reports, letters, etc.
- Business english
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative
- Communicate effectively with individuals representing diverse cultures and backgrounds

Distinguishing Characteristics

The Local Governmental Analyst III is a senior level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I/II positions. Distinguishing characteristics include being assigned substantive to complex proposals and studies along with regularly representing LAFCO to the general public and other local governmental agencies. The position relatedly requires ongoing self-direction and sound judgement in accomplishing assigned projects from the conceptual stage through implementation and ability to readily assess political implications of findings, recommendations, and decisions. An adaptive ability to practice and cultivate effective teamwork and collaboration as a first-line supervisor also distinguishes this position from others in the series.

Qualifications

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.

Experience:

At least four years of responsible experience that would provide the knowledge and skills to perform the typical tasks of the position. Experience with a state or local government agency is considered beneficial but not required. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the accommodation of telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST II

Definition

The Local Government Analyst II is the intermediate level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst II position.

With general supervision, incumbents are responsible for performing administrative and analytical work of above-average difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

Typical Tasks

Local Governmental Analyst II incumbents have primary responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development, implementation and update of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for moderate to major proposal and study projects, preparing associated agenda reports and preliminary recommendations, and reporting orally and in writing to the Commission and Advisory Committees. May be tasked with staffing an Advisory Committee.

Incumbents assist higher-level staff to ensure LAFCO compliance with the California Environmental Quality Act.

Incumbents serve as a resource to advise the Local Government Analyst I position.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst II – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Advanced understanding of LAFCO statute and related procedures
- Knowledge of government organization functions and services
- Understanding of the California Environmental Quality Act
- Familiar with principles and practices of public administration and public finance
- Ability to collect, analyze, and interpret relevant data

- Perform intermediate-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Business english
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative
- Communicate effectively with individuals representing diverse cultures and backgrounds

Distinguishing Characteristics

The Local Governmental Analyst II is an intermediate level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I position. Distinguishing characteristics include being assigned advanced to substantive proposals and studies as well as increased interface with the general public and other local government agencies. The position requires independent and sound judgment to comply with appropriate laws, regulations, and proceedings, well-developed sense of discretion, and ability to practice and cultivate effective teamwork and collaboration within and outside LAFCO.

Qualifications

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A master's degree in one of these fields is beneficial, but not required.

Experience:

At least three years of responsible experience performing research and analytical work, personnel, budget, finance or customer service. Education beyond the bachelor's degree may also substitute for one year of experience.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST I / ADMINISTRATIVE ANALYST

Definition

The Local Governmental Analyst I is the entry level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst I position.

With direct supervision, incumbents are responsible for performing administrative and analytical work of average difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

The position may be filled at an Administrative Analyst level, depending on the needs of the office and qualifications of the candidate. If filled at the Administrative Analyst level, then the position will also be responsible for a variety of administrative tasks.

Typical Tasks

Local Governmental Analyst I incumbents have responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development and implementation of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for basic proposals and study projects, preparing associated agenda reports and preliminary recommendations, supporting higher-level class positions, and reporting orally and in writing to the Commission and Advisory Committees.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst I – are representative but not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Understanding of LAFCO statute and related procedures
- Knowledge of government organization functions and services
- Familiar with principles and practices of public administration
- Ability to collect, analyze, and interpret relevant data
- Perform entry-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Business english
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette

- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative

If filled at the Administrative Analyst level, then an emphasis will be placed on the following tasks: compiling information and drafting office policies and procedures; retrieving, gathering, and analyzing information to assist other staff members; interpreting and conveying comprehensive and comprehensible instructions, reports, and regulations by utilizing excellent English language reading, writing, and speaking skills; meeting with the public to answer inquiries or complaints regarding procedures; assisting in planning and coordinating personnel recruitment and selection; supervising and training support staff; organizing and directing publication and distribution of Commission agenda and supporting materials; preparing, editing, and proofreading staff reports; preparing or supervising preparation of Commission resolutions for review and signature; preparing and noticing environmental documents as required by legal regulations; and preparing procedural manuals and other publications.

Distinguishing Characteristics

The Local Governmental Analyst I is the entry level of the Local Governmental Analyst series. Distinguishing characteristics include being assigned basic to moderate proposals and studies and interfacing with the general public and other local government agencies. The position requires independent and sound judgment to comply with appropriate laws, regulations, and proceedings while practicing effective teamwork and collaboration within LAFCO. If the position is filled at the Administrative Analyst level, then an emphasis will be placed on administrative analysis and support services.

Qualifications

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, economics, urban studies, or a related field.

Experience:

At least one year of responsible experience performing research and analytical work, personnel, budget, finance, or customer service. Education beyond the bachelor's degree may substitute for experience.

Special Knowledge and Skills Required of Administrative Analyst:

Understanding of basic research methods and available resources as well as basic mathematics and statistics to compute data upon which various administrative projections and decisions are based; comprehension of government organization, procedures, and operations and how they interrelate with office procedures and goals; and proficiency with Word, Excel, Access, or other similar computer programs.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the ability to telework up to 50% of standard hours if eligible and authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

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