

EMPLOYMENT OPPORTUNITY

Local Governmental Analyst I

POSITION HIGHLIGHTS

- Great Opportunity for Recent Graduate or Newcomer to Local Government
- Ideal Candidate Interested in Public Policy
- Full-time Employment with Excellent Health & Pension Benefits
- Annual Salary Range is \$47,881 to \$73,073
- Interested Candidates Should Apply Immediately

THE AGENCY

San Diego Local Agency Formation Commission (LAFCO) is a subdivision of the State of California and responsible for overseeing the establishment, expansion, and reorganization of local governmental agencies and their municipal service areas. San Diego LAFCO draws its regulatory and planning powers from the Legislature with the directive to encourage the orderly and efficient development of local governmental services relative to community needs. There are presently over 100 local governmental agencies under San Diego LAFCO's oversight and divided between 18 cities and 85 special districts that collectively serve over 3.3 million residents.

THE POSITION

San Diego LAFCO is recruiting for one full-time Local Governmental Analyst I to support the agency in fulfilling its prescribed regulatory and planning responsibilities under State law. The incumbent will be directly supervised by the Executive Officer and primarily tasked with serving as project manager for assigned studies to evaluate the availability, adequacy, and performance of local governmental services relative to current and future community needs. This includes performing entry to intermediate analysis in evaluating and projecting demographic, service, and financial trends. The incumbent will also be tasked with performing general staff support services ranging from processing boundary change proposals to representing the agency before other boards and organizations. Training and related development will be provided and duties will expand consistent with acumen and experience.

MINIMUM QUALIFICATIONS

Minimum qualifications include graduation from a four-year college with major course work in public policy, planning, political science, or related field required. A graduate degree in a related field is desirable but not required. Previous employment or internship in urban/regional planning or local government is also desirable but not necessary.

IDEAL CANDIDATE

The ideal candidate will have a strong interest in public policy and regional planning, effective analytical and problem solving skills, and curious with respect to understanding how local government works. The ideal candidate will also have strong written and verbal communication skills and process-oriented while keeping track of desired outcomes. Specific competencies expected of the position includes all of the following:

- 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 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

COMPENSATION

The Local Governmental Analyst I position is at-will and assigned an annual salary range between \$47,881 and \$73,073 and based on 40-hour work week. Appointment to class and pay is based on qualifications at the time of hire. The Incumbent will also receive a generous benefit package that includes health and dental insurance coverage through the County of San Diego as well as pension participation with the San Diego County Employees Retirement Association. The position is also subject to a preapproved cost-of-living adjustment totaling 7.0% over the course of the next three fiscal years.

APPLICATION PROCESS

All qualified applicants are encouraged to apply immediately with the submittal of a cover letter summarizing interest in the position and attached resume. Submittals should be made by e-mail to Executive Officer Keene Simonds at keene.simonds@sdcounty.ca.gov. An initial viewing of applications will be performed on Wednesday, September 19, 2018 with interview invitations to follow for selected candidates. The recruitment will remain open until the position is filled. Any offer of employment will be subject to the completion of a standard background check.