

## EMPLOYMENT OPPORTUNITY

### Local Governmental Analyst I or II

#### POSITION HIGHLIGHTS

- Recruitment for two Local Government Analyst I and/or II
- Great Opportunity for Recent Graduates or Newcomers to Local Government
- Ideal Candidates Interested in Public Policy and Regional Planning
- Fulltime Employment with Excellent Health & Pension Benefits
- Annual Salary Range is \$47,882 to \$69,826 (I) and \$56,701 to \$80,704 (II)

#### THE AGENCY

The 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 State Legislature with the directive to encourage the orderly and efficient development of local governmental services relative to current and future 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.

#### THE POSITION

San Diego LAFCO is recruiting for two fulltime Local Governmental Analyst I and/or II to support the agency in fulfilling its prescribed regulatory and planning responsibilities under State law. The incumbents 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 incumbents 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**

### **Local Government Analyst I**

Equivalent to 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 desirable but not necessary.

### **Local Government Analyst II**

Equivalent to 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. Three years of experience in urban/regional planning or local government is expected.

## **IDEAL CANDIDATES**

The ideal candidates for these positions 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. Ideal candidates will also have strong written and verbal communication skills and process-oriented while keeping track of desired outcomes. Specific competencies expected of the positions include 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 and/or II positions are at-will and assigned broad salary ranges of \$47,882 to \$69,826 (Analyst I) and \$56,701 to \$80,704 (Analyst II) and based on 40-hour work weeks. Appointment to class and pay is based on qualifications at the time of hire. Incumbents will also receive generous benefit packages 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. These positions are also subject to a preapproved 3.0% cost-of-living adjustment effective July 1, 2018.

Additionally please note San Diego LAFCO is performing an agency-wide job classification and compensation review for all non-executive positions. This review may result in changes to compensation to the positions under recruitment.

## APPLICATION PROCESS

Interested applicants are encouraged to apply immediately with the submittal of a cover letter and resume directed to Executive Officer Keene Simonds and preferably by e-mail at [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov). An initial review of applications will be performed on **Monday, February 12, 2018** and will inform San Diego LAFCO's decision whether to close or extend the recruitment process. Once the recruitment is closed those determined to be the most qualified will be invited to participate in a panel interview with finalists proceeding to a second and final interview. All finalists will be subject to background checks.