



# Career Service Authority

## City Council Legislative Analyst

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### GENERAL STATEMENT OF CLASS DUTIES

Performs advanced, specialized professional level work coordinating and managing the City's legislative process and City Council committee meetings; performing research and analysis into complex policy issues, making recommendations and providing advice to City Council members on existing and proposed legislation; and functioning as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures.

### DISTINGUISHING CHARACTERISTICS

The City Council Legislative Analyst is distinguished from the *Legislative Assistant*, which performs professional level work supporting City Council staff on information requests and research projects; and providing administrative support to the City Council director and staff.

The City Council Legislative Analyst is also distinguished from the *City Council Aide* series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members' district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

Finally, the City Council Legislative Analyst is distinguished from the *Management Analyst IV*, which performs specialized, professional, complex, and multi-dimensional analytical work which includes conducting and executing studies/projects for areas with little or no procedural precedent which have city-wide and/or major department(s) policy implications and providing top level management with information necessary for decision-making and long-range organizational planning. While the duties performed by the City Council Legislative Analyst are similar in type and nature to the Management Analyst IV, an employee classified as a City Council Legislative Analyst is expected to possess subject matter expertise in the legislative process.

### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

Coordinates and manages the City's legislative process which involves assigning ordinance requests to appropriate City Council committees; reviewing and tracking requests for legislation; and creating and distributing official notification of proposed legislation.

Coordinates and participates in City Council committee meetings by working with the committee chair to set agendas and schedule meetings; coordinating department/agency presentations and obtaining additional information for City Council members; and documenting official action and disposition legislation from City Council committee meetings with use of proprietary legislative software system.

Researches and analyzes complex policy issues; prepares and presents alternatives, legislation, and amendments to legislation for City Council members and committees; drafts amendments to proposed legislation and prepares written reports, when necessary.

Serves as an advisor to City Council members and City Council Aides by reviewing and evaluating existing and proposed legislation and making recommendations that shape policies that may have significant impact on the City's resources, priorities, and direction.

Acts as a technical expert on the City's legislative process by providing guidance City Council members, city employees, and the public on legislative processes and procedures; recommending changes in procedures and processes to enhance the functioning of the legislative branch of the City; and ensuring that the City Council powers and duties granted are observed according to Charter.

Cultivates, fosters, and maintains positive working relationships with constituents, city employees, and City Council members by answering questions about City Council procedures, policies, and events; resolving complex issues presented by city departments/agencies and constituents.

Serves as a City Council representative on various groups, task forces, and committees to assure legislative voice is considered among proposed alternatives; completes special projects supporting City Council functions, as assigned by supervisor.

Performs a variety of professional duties on behalf of City Council to include recruiting and selecting City Council appointed board and committee members; composing technical work products, such as Charter amendments, ordinances, and resolutions; and proofing and editing the technical works of others.

Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information including technical material that is appropriate for the intended audience.

**Oral Communication** – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

**Organizational Awareness** – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

**Interpersonal Relationship and Service Orientation** – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

**Information Management** – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Problem Solving** – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

**Creative Thinking** – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

**Conflict Management** – Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Flexibility** – Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

*Carrying:* Transporting an object, usually by hand, arm, or shoulder.

*Eye/Hand/Foot Coordination:* Performing work through using two or more.

*Fingering:* Picking, pinching, or otherwise working with fingers.

*Handling:* Seizing, holding grasping, or otherwise working with hand(s).

*Hearing:* Perceiving the nature of sounds by the ear.

*Vision:* Ability to adjust vision to bring objects into focus.

*Near Acuity:* Ability to see clearly at 20 inches or less.

*Reaching:* Extending the hand(s) and arm(s) in any direction.

*Repetitive Motions:* Making frequent movements with a part of the body.

*Sitting:* Remaining in the normal seated position.

*Talking:* Expressing or exchanging ideas by means or spoken words.

### **Working Environment:**

Occasional pressure due to multiple calls and inquiries.  
Subject to many interruptions.

### **Education Requirement:**

Bachelor's degree in Public Administration, Business Administration, Public Relations, or a related field.

***Experience Requirement:***

Three years of professional experience conducting research, compiling and analyzing data, and preparing recommendations and implementation strategies on a variety of legislative policy issues to include managing policy changes through the legislative approval process.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement on a one-for-one year basis.

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***Licensure and/or Certification:***

None

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 11/21/2011

***ESTABLISHED BY:*** Melissa Fisher

***REVISED DATE:***

***REVISED BY:***

***CLASS HISTORY*** 11/2011 - This is a new classification to replace the Professional Services Supervisor.