

LAFCO ANALYST

Est. 8/08

DEFINITION

Reviews a variety of special projects involving research, data collection and other administrative tasks related to the operation of the Local Agency Formation Commission (LAFCO) of Solano County. Prepares reports and processes information based upon the needs of the projects assigned. Provides administrative, technical, and advanced clerical support to the LAFCO Executive Officer.

CLASS CHARACTERISTICS

The Local Agency Formation Commission operates under state laws and is responsible for facilitating the orderly formation and development of local government agencies. The incumbent works under the direction of the LAFCO Executive Officer performing research, data collection, and other administrative and advance clerical tasks on assigned projects.

EXAMPLES OF DUTIES

Prepare staff reports for Executive Officer's review and for LAFCO Commission review and decision.

Assist Executive Officer in editing staff reports.

Provide maps as necessary to further clarify proposed changes to boundaries

Track proposals for change of organizations. Provide notices to affected agencies, registered voters, landowners and provide necessary information including public hearing notices and base tax exchange information to affected agencies.

Assist LAFCO Executive Officer with annual budget preparation. Provide data entry of quarterly budget projections. Perform fund transfers between LAFCO's budget units.

Prepare and complete vendor claims, journal vouchers, etc.

Assist LAFCO Executive Officer in developing fee schedule based on estimated length of time involved in processing applications and cost of LAFCO operations.

Serve as Clerk to the LAFCO Commission. Assist in preparing the Agenda for Commission hearings. Coordinate travel arrangements; transcribe Commission minutes; ensure Commissioners complete Fair Political Practices filings (Form 700); create presentation visuals.

Answer telephones; respond to the public and agency requests for copies of staff reports, minutes and other meeting information, route calls as necessary.

QUALIFICATIONS GUIDELINES

Education

Graduation from a four-year college with major course work in business administration, public administration, land use planning, political science or a related field.

Experience

One year of experience in performing analysis work involving research and data collection, including preparation of recommendations and reports; or

Two years of local government administrative or complex clerical experience that demonstrates the requisite knowledge and abilities to perform the duties of the position.

Knowledge of:

Operations and functions of local government (county, city, special districts);

Agency organization, programs, policies and procedures;

Principles and practices relating to budget programs and general systems management;

Basic math and bookkeeping practices;

Operations of a Local Agency Formation Commission including applicable laws, government regulations, and processing procedures;

Computers and software programs typically used in the position; computerized data collection retrieval, and analysis;

Office methods, procedures, and techniques; manual and automated filing systems; office equipment operation; business correspondence; record-keeping and filing systems;

Ability to:

Perform independent research and analysis

Perform data collection, interpretation and evaluation pertaining to administrative, fiscal and organizational matters;

Collect, interpret and apply data to assigned projects;

Read and interpret maps

Develop procedures and operational guidelines;

Make accurate statistical and/or mathematical computations;

Schedule and organize workload;

Prepare and maintain clear, concise and complete records, reports, surveys, and recommendations.

SPECIAL REQUIREMENTS:

None

ADA COMPLIANCE

Physical Ability: Some tasks may involve the ability to exert moderate physical effort in sedentary to light work, but which may involve some lifting carrying, pushing, and/or pulling of objects and materials of moderate weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensor Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communication abilities.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.