

Market Range Detail - Legislative Analyst (County)

Effective Date

May 12, 2014

Market Range Title Description

Positions in this market range title are responsible for assisting County management in the coordination, development, and implementation of legislative and intergovernmental activities impacting upon County government.

DISTINGUISHING CHARACTERISTICS

The incumbent performs advanced level professional work which requires the use of discretion and independent judgment in making recommendations and decisions. The work performed has a Countywide impact.

Duties typically include: advocating legislation in the County's interest and opposing bills that would be damaging to the County; analyzing and monitoring legislation that affects the County; working closely with the County Manager and Board of Supervisors to discuss and determine County strategies; delivering briefings and presentations to the County Manager, Board of Supervisors and County management on current and pending legislation matters; representing and lobbying before the legislature on behalf of the County; writing analysis reports of legislative activity and recommendations; acting as the County representative regarding intergovernmental and legislative affairs in meetings and committees with other governmental agencies and groups; coordinating legislative efforts with County departments; coordinating County activities with other local and state governments; leading County-wide special projects.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.90	\$43.17	\$51.43

Likely Minimum Qualifications

- Bachelor's degree in public administration, political science, business administration or related field.
- Five years of experience in legislative research and analysis or intergovernmental relations that includes legislative interactions.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Legislative Liaison

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.