

Market Range Detail - Legislative Analyst

Effective Date

July 25, 2011

Market Range Title Description

Positions in this market range title are responsible for coordinating all departmental programs and projects related to the research, analysis and compilation of information on proposed, existing and potential legislation which may have direct impact on the assigned department's operations.

Primary responsibilities include: serving as liaison and advocating the department's position to the Legislature and Government Relations staff; developing and making recommendations on possible legislative agendas; coordinating the department's legislative and policy matters; tracking and monitoring legislative activities; analyzing legislative and regional issues and preparing reports on key issues that will affect the department's operations; educating and communicating with executive level staff including elected officials regarding legislative agenda items.

This market range title is reserved for positions that have the only legislative analysis role for the department. This market range title is distinguished from the Government Relations Liaison market range title in that the latter has more complex assignments and a County-wide scope. This market range title is distinguished from the Communications Officer/Government Liaison market range title by the higher level of analysis and the role in the legislative process.

Market Range

Minimum Hourly Rate

\$24.69

Midpoint / Hiring Maximum

\$32.71

Maximum Hourly Rate

\$40.72

Likely Minimum Qualifications

- Bachelor's degree in Public Administration, Public Relations, Political Science or a related field.
- Four years of professional level experience in intergovernmental coordination and legislative affairs, including work with elected officials.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Board Liaison - Public Works
- Legislative Analyst
- 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.