

LEGISLATIVE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is analysis and review work involving responsibility for providing advice and counsel to members of the County Legislature regarding matters before them. Responsibilities include, but are not limited to reviewing and providing advice on departmental requests, contracts, oversight and management. The work is performed under the general direction of the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the review and analysis of departmental requests as well as other matters before the Legislature;
Performs in-depth analysis and review of resolutions to be considered by the Legislature;
Meets with County Departments regarding matters to be placed before the Legislature;
Reviews legislation and provides information regarding impact;
Responds to requests from members of the Board of Legislators for information review and analysis of various County projects;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office procedures and practices; good knowledge of applicable Federal, State and local laws; good knowledge of the organization of County government; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to analyze complex issues and provide input to Legislators; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.