



Solano Local Agency Formation Commission

Senior Analyst or Project Specialist
\$100,071 - \$121,637 or \$121,241 - \$147,363
DOE/DOQ





Solano Local Agency Formation Commission

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SOLANO LAFCO ANNOUNCES A CAREER OPPORTUNITY!

POSITION HIGHLIGHTS

- LAFCO Senior Analyst or Project Specialist (based on qualifications)
- Great Opportunity to Further a Career in Local and Regional Government
- Excellent Health and Pension Benefits
- Dynamic Work Culture Prioritizing Work-Life Balance, In-Person
- Annual Salary Range is \$100,071.36 - \$121,637.28 or \$121,240.92 - \$147,363.36 (respectively)

GENERAL DESCRIPTION

The Solano Local Agency Formation Commission (LAFCO) is seeking an individual to serve in an at-will Senior Analyst position or Project specialist position, depending on qualifications and experience. Both positions are fit for an experienced individual who must have a great understanding of agency municipal services, city and special district operations and functions, Cortese-Knox-Hertzberg legislation and other legislation, interagency cooperation, and excellent research skills. Either position works independently and will provide direct assistance and input on other program management.

The LAFCO Senior Analyst acts as program manager and project coordinator to implement various components of the LAFCO workplan, oversees consultants, and provides administrative assistance to the Executive Officer as required.

The LAFCO Project Specialist position's primary function/role is to maintain a cycle of updated municipal service reviews, updated spheres of influence, and conduct regional service reviews and project reviews. A candidate must be proficient in written and oral communications, including proper grammar, spelling, and punctuation; and able to balance several projects while keeping deadlines.

QUALIFICATIONS

LAFCO Senior Analyst

- GIS, mapping, and database development/maintenance expertise and proficiency are highly desirable.
- Possess specialized knowledge, including urban and regional planning, land development regulations, and environmental regulations.
- Additional skills include strong analytical, mathematical, and communication skills; clear approach toward problem-solving; ability to manage a variety of simultaneous projects; embrace challenges with confidence; exercise initiative in performing ongoing duties; and possess a high degree of integrity and ethical standards.

Commissioners

Ron Kott, Chair • John Vasquez, Vice-Chair • Nancy Shopay • Mitch Mashburn • Steve Bird

Alternate Commissioners

Alma Hernandez • Wanda Williams • Jack Batchelor

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Tova Guevara, Office Administrator/Clerk • Tyra Hays, Project Specialist • Mala Subramanian, Lead Legal Counsel

- Minimum of two years in a government agency profession or public sector planning. Higher education may substitute for experience.

LAFCO Project Specialist

- Meticulous organizational and communication skills necessary for coordinating and maintaining a small but busy regional government office.
- Management-level understanding of how municipal services function and are financed.
- Ability to facilitate and synthesize input from a variety of sources, including archival research.
- Familiarity with the Cortese-Knox-Hertzberg Act, the role and functions of LAFCOs, and the MSR/SOI Study process.
- Minimum 5 years of government agency experience at a management level.

APPLICATION PROCESS

Interested applicants are encouraged to apply immediately with a cover letter and resume submitted to Christina Love, Deputy Executive Officer, preferably by e-mail at clove@solanolafco.com.

Resumes are due no later than August 30, 2024. Once the recruitment is closed, applicants determined to be the most qualified will be invited to participate in a panel interview with finalists proceeding to a second, and final interview. All finalists will be subject to background checks.

LAFCO Senior Analyst

SALARY RANGE

\$8,339.28 - \$10,136.44 Monthly
\$100,071.36 - \$121,637.28 Annually

DEFINITION:

Under general direction of the LAFCO Executive Officer, performs complex professional work in support of LAFCO's statutory activities and on a variety of projects involving: research, data collection and other related tasks in support of the Local Agency Formation Commission (LAFCO) of Solano County; responsible for a variety of specialized studies involving data collection and analysis, report preparation and public contact; performs as Clerk to the Solano County Commission, and; responsible day-to-day office procedures.

DISTINGUISHING CHARACTERISTICS:

The LAFCO Senior Analyst is an "at-will" management employee who performs all duties necessary for the proper and efficient management of LAFCO as determined by State Law, Solano LAFCO, and the Executive Officer. In the absence of the Executive Officer, the Senior LAFCO Analyst may act as the acting Executive Officer.

The LAFCO Senior Analyst works independently, reports to the LAFCO Executive Officer and provides direct assistance and input on policy development and program management. The LAFCO Senior Analyst is distinguished from the LAFCO Executive Officer in that the LAFCO Analyst acts as program manager and project coordinator to implement various components of the LAFCO work program whereas the LAFCO Executive Officer is responsible for the entire program. The LAFCO Senior Analyst: may supervise support staff; oversee consultants, and; provide administrative assistance to the Executive Officer as required. The incumbent possesses specialized knowledge, including urban and regional planning, land development and environmental regulations.

The LAFCO Senior Analyst position is distinguished from the LAFCO Analyst position by the requirement of advanced professional experience of high complexity and variety. The Senior Analyst performs complex analyses, research, and policy development and will routinely make presentations to the Commission and at other public meetings. Staff at this level exercise greater independence and judgment and have considerable latitude for the use of initiative and independent judgment.

TYPICAL TASKS:

- Conducts analysis relating to the California Environmental Quality Act (CEQA) and on a variety of special projects involving research, data collection and other tasks related to the operation of Solano County LAFCO; performs a variety of responsible and specialized technical services involving administrative, planning, financial, legislative, and data analysis;
- Manages and conducts special studies involving inter-jurisdictional or inter-agency coordination, most of which is of a complex, controversial, and politically sensitive nature;

- Monitors and evaluates local agencies, their service capabilities, and proposals for changes or organization or jurisdictional boundaries;
- Reviews and analyzes proposals filed with LAFCO, conducts field investigations, makes recommendations, and prepares and presents staff reports to Commission or LAFCO Executive Officer in written or oral form;
- Researches, analyzes, and interprets information and data necessary to meet State law requirements and Solano County LAFCO policies and objectives;
- Manages contracts and consultants related to special studies;
- Makes verbal presentations and manages public participation/outreach processes relating to pending LAFCO proposals, studies, policies, and procedures; Interprets and explains governmental regulations, policies, and procedures to the public, governmental agencies, subordinate staff, and consultants;
- Executes the terms and conditions of LAFCO documents in accordance with determinations of LAFCO;
- May act in the Executive Officer's absence on a short-term basis.
- Assists with Administrative functions, including the development of LAFCO budget, fee schedules, surveys, policies, procedure manuals, accepting of applications and notifications of public hearing;
- Maintains, revises, and interprets the LAFCO policies, procedures, and maps;
- Advises management on the impact of new and proposed state and local legislation that pertains to LAFCO;
- Acts as a liaison between the Commission, the public, other governmental agencies, and organizations;
- Assists the Executive Officer in implementing the Commission's directions, policies, and procedures, and in developing, tracking, and managing the annual work program.
- Participates in LAFCO-related organizations and professional associations; Participates and represents LAFCO on various committees and organizations as required;
- Performs other related duties as required.
- Oversees the daily administration of LAFCO affairs in accordance with LAFCO and County of Solano policies and MOUs, including A/C receivable and payable, payroll.

EMPLOYMENT STANDARDS:

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and possession of the knowledge and abilities listed below.

Four or more years of progressively responsible professional experience performing public sector planning, policy and program analysis. LAFCO work experience or working in a professional capacity in city or county planning or public administration is highly desirable.

A Master's degree in Public Administration or City and Regional Planning may be substituted for two (2) years of the required experience. A Master's degree in a closely related field (i.e. Business Administration) may be substituted for one (1) year of the required experience.

Possession of a valid California Driver's License prior to appointment.

Knowledge of:

- Local Agency Formation Commission laws, practices and procedures;
- Statutory purposes of LAFCO and state and local regulations relating to LAFCO; Principles and practices of public administration, urban and regional land planning and effective supervision and training;
- Public administration and management principles, including budget preparation and control and effective supervision and training;
- Federal, State and local laws and regulations relating to the organization, financing and functions of cities and special districts;
- Research, analysis, and statistical methods applicable to management analysis; Communication techniques required for gathering, evaluating and transmitting information;
- State and local laws and guidelines relating to environmental protection; Map reading;
- Computer applications used in city and regional planning, including Geographical Information Systems Software.

Ability to:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex and specialized problems;
- Communicate and present concise, logical oral and written reports; Understand, interpret and apply laws, policies and procedures;
- Plan, organize and conduct work assignments under minimum direction or independently and meet deadlines;
- Collect, interpret and evaluate data of a complex and specialized nature; Write clear and

- concise reports;
- Manage and coordinate large projects and studies;
- Gain and maintain the confidence and cooperation of those contacted during the course of work, especially in sensitive relationships with representatives of departmental and other outside groups;
- Supervise, train and evaluate the work of subordinate staff and consultants;
- Define problem areas; develop and evaluate alternatives;
- Represent LAFCO and or act as LAFCO spokesperson.

Desirable Work Style and Personal Traits:

- Possess a high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive organizational issues;
- Possess a commitment to very high ethical standards and quality public services;
- An active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style;
- Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment;
- Able to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, legislative representatives, and the public;
- Able to interact well and comfortably with individuals of diverse backgrounds;
- Able to approach challenges with confidence, and maintain positive, productive and ethical interaction with peers, the public, the Commission and elected officials, and;
- Maintain professional appearance.

LAFCO Project Specialist

SALARY RANGE

\$10,103.41 - \$12,280.28 Monthly
\$121,240.92 - \$147,363.36 Annually

DEFINITION:

The LAFCO Project Specialist position's primary function/role is to maintain a cycle of updated municipal service reviews, updated spheres of influence, and conduct regional service reviews and project reviews. This person will generally work independently with some collaboration when necessary. The position will be under the supervision of the Executive Officer and Deputy Executive Officer.

This individual must have a highly specialized understanding of agency municipal services, city and special district operations and functions, Cortese-Knox-Hertzberg legislation, and interagency cooperation. This person must be a well-rounded professional with exceptional technical and project management skills, and a proven ability to be able to be adaptable and innovative. This person will be expected to deliver high-quality, outstanding reports and projects.

GENERAL RESPONSIBILITIES:

- Management-level understanding of how municipal services function and are financed.
- Familiarity with the Cortese-Knox-Hertzberg Act, the role and functions of LAFCOs, and the MSR/SOI Study process.
- Experience in governmental organization analysis, including performance measurement and evaluation.
- Ability to facilitate and synthesize input from a variety of sources, including archival research.
- Ability to interpret varied financial and planning documents.
- Experience in identifying and fostering multi-agency cooperation.
- Ability to conduct public input processes.
- Experience presenting and disseminating information to the Commission, local agencies, and the public for review and comment.
- Ability to work cooperatively with multi-agency interests on regional and complex projects.

Service Review/Sphere of Influence Updates

- Obtain information about municipal services in a geographic area.
- Evaluate the provision of municipal services from a comprehensive perspective, including regional.
- Recommend actions when necessary, to promote the efficient provision of those services.

- Gather and obtain information and data for a municipal service review.
- Prepare and issue a draft service review report which includes draft determinations required by state law.
- Provide the technical expertise and administrative management to complete the final municipal service review.

EMPLOYMENT STANDARDS:

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills, and abilities as detailed in this position description:

Education:

Bachelor's Degree from an accredited college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science, graphic information system, or closely related field.

Experience:

Must have strong analytical, communication, and written skills. Minimum 5 years of government agency experience at a management level.

Must demonstrate expertise in:

- Computers and software programs typically used for data collection, retrieval, and analysis; including but not limited to Word, Excel, and PowerPoint.
- Laws, regulations, and policies applicable to CKH/LAFCO law, special districts, and local government.
- Excellent written and oral communications, reports, and presentations.