

ASSISTANT LEGISLATIVE ANALYST	5088
LEGISLATIVE ANALYST	5075
SENIOR LEGISLATIVE ANALYST	5068

## DEFINITION

Compiles and analyzes information and writes reports and other materials regarding proposed legislation and regulations, provides liaison with governmental agencies, and reports on proceedings at meetings concerning with legislative and related matters. An Assistant Legislative Analyst performs less complex assignments and analysis subject to close review. A Senior Legislative Analyst supervises and participates in legislative analysis and the gathering and documentation of information regarding District policies, procedures, and practices for use in the legislative process.

## TYPICAL DUTIES

Conducts legislative research regarding the history of legislation and regulations, relationships with applicable statutes and District programs, and the effect of legislation on District policies, programs, and procedures.

Compiles and analyzes staff comments and other information, makes computations, prepares charts and exhibits, and writes reports and materials primarily about public school matters for use in determining the District's position on proposed legislation or regulations and explaining the effects on District operations to the Board of Education, District staff, community groups, and others.

Develops and maintains contacts with representatives of governmental agencies.

Attends meetings of agencies' governing and administrative bodies, District personnel, and other groups to monitor activities and give information about the effects of proposed legislation and regulations and the District's position on such actions; answers questions about school programs, and related matters; discusses legislative processes and District relationships with governmental bodies; and reports on governmental bodies' discussions, decisions, and proceedings concerned with legislation and regulations.

Prepares correspondence to legislators and public officials and formulates speeches, presentations, and resolutions for members of the Board of Education and senior staff.

Monitors the progress of pending State and federal legislation and regulations by referring to appropriate publications and contacting legislative or congressional offices.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Analyst compiles staff comments and other information, makes analysis and writes materials such as reports regarding proposed legislation and governmental regulations, and attends meetings to provide information and report on proceedings concerning legislation and regulations.

A Senior Legislative Analyst supervises, participates in, and coordinates the work of Legislative Analysts and clerical personnel, represents the District at meetings of other agencies and community groups, and performs the more complex legislative or governmental regulations analysis.

An Assistant Legislative Analyst compiles staff comments and other information and performs the less complex analysis of legislation and governmental regulations affecting the District. This class is differentiated from the class of Legislative Analyst by the scope and difficulty of assignments and the degree of independence exercised.

## SUPERVISION

General supervision is received from the Director of Legislative Affairs and Governmental Relations. Supervision may be exercised over clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Current problems, developments, and trends in public school education, local government, and private sector and nonprofit organizations  
Basic features of the California State Education Code and other State and federal laws affecting general school programs  
State, federal, and local legislative processes and procedures  
Board of Education rules, policies, and functions  
Graphic presentation techniques  
Research techniques including the use of Internet/Intranet  
Microsoft Word and Excel  
English usage, grammar, punctuation, spelling, and vocabulary

### Ability to:

Compile, analyze, interpret, and extrapolate information and numerical data to make recommendations  
Make arithmetical calculations rapidly and accurately  
Establish and maintain rapport with District personnel, the public, and officials and personnel of organizations  
Exercise initiative and good judgment  
Summarize and report the content of proposed legislation as it impacts the District

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in political science, public administration, education or a related field. Additional qualifying experience may substitute for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

   \* year(s) of experience in governmental liaison or in analytical work involving gathering information, reviewing literature, and writing reports regarding legislation, public school finance, public administration, business administration, school administration, budget, personnel, or a closely related field.

\* Assistant Legislative

Analyst - One

\* Legislative Analyst - Two

\* Senior Legislative Analyst - Three

### Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
10-25-06  
JPK

Reviewed  
04-19-13  
PJO