



## Job Description

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<b>Position Title:</b>	<b>Senior Fiscal and Policy Research Analyst</b>
<b>Classification:</b>	Program Manager
<b>Department:</b>	Legislative
<b>Prepared Date:</b>	March 4, 2019
<b>Employment Status:</b>	At-Will
<b>Position Reports To:</b>	Legislative Director
<b>Positions Supervised:</b>	May oversee staff on assigned projects
<b>Overtime Status:</b>	Exempt

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### Position Purpose

Provides complex financial analysis, expertise and advice to the organization on the full range of issues affecting city finance. Monitors historical trends, maintains and updates fiscal information available to cities. Analyzes proposed and enacted legislation, ballot measures, state budget proposals and court decisions affecting city finance. Perform in-depth research and analysis in other policy issue areas affecting cities, as assigned, which may include, but is not limited to economic development, housing and land use, public safety, environmental quality, and transportation. Coordinates activities and information for task forces and policy development committees; serves as liaison between League and member agencies and committees; may oversee staff on assigned projects.

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### Essential Functions and Responsibilities

#### Legislative

- Work under the direction of the League's Legislative Director, and with various lobbyists, analysts and other members of the legislative team. Monitor historical trends, maintain and update fiscal information available to cities including property tax, sales and use tax, transactions and use tax, transient occupancy tax, transportation revenues, tax increment financing, economic development, housing finance, cannabis revenues, allocation of state bond proceeds available to cities and other city revenue streams and funding opportunities.
- Research and analyze the fiscal effects of legislative proposals, ballot proposals, administrative actions, and court rulings on cities; identify examples of how proposals impact cities.
- Perform in-depth research and analysis in other policy issue areas affecting cities, as assigned, which may include, but is not limited to economic development, housing and land use, public safety, environmental quality, and transportation.
- Respond to inquiries from city officials, state agencies, legislative staff, academics, the press, and other interested parties.

- Capable of presenting and explaining complex fiscal or other policy-related information in a variety of formats -- in person, webinars and videos and articles --to a variety of audiences with various levels of expertise, ranging from city fiscal experts, League policy committee members, legislators and state officials, the press and general audiences. Fill-in for lobbyists at meetings and on telephone/conference calls.
- Attend and participate in meetings, hearings and conferences held by state agencies, the Legislature, universities, counties, special districts, private sector organizations to share information and expand knowledge of emerging trends and issues.
- Work with League attorney(s), legislative staff, sponsor(s) and appropriate interest group(s) to determine the legal, fiscal and policy implications of legislative and ballot proposals.
- Track trending news stories and hot topics for assigned issue areas.
- Prepare webinars, videos and articles to convey information to a broad range of internal and external audiences.

#### **Policy Committee**

- Provide professional support to assigned policy committee(s).
- Prepare handouts, presentations and supporting materials for distribution at policy committee meetings.

#### **Department**

- Coordinate and support the League Fiscal Officer's Department and other departments as necessary, in advancing the legislative and organization's strategic priorities.
- Contribute ideas for topics and speakers for educational programs and conferences in conjunction with League lobbyists, training staff, and department officers and representatives.
- Maintain regular communication with department presidents.
- Attend department and executive committee meetings, as needed.

#### **General**

- Provide oral and written information in response to general and specific inquiries.
- Coordinate speakers and on-site meeting activities at annual conference.
- Coordinate and contribute to writing, editing and production of publications.
- General research; survey development and tabulation.
- Develop, upload, update and maintain web site content for all areas of responsibility.
- Edit and proof materials to be distributed by the Legislative and Policy Development Department.
- Perform other duties as assigned

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## Job Qualifications

### Knowledge/Skills:

- City finance, including revenue sources and trends.
- Policy issues affecting California cities.
- Public policy research techniques.
- Federal, state, and local government organizations, governing process, laws, regulations and ordinances.
- The legislative process and effective advocacy techniques.
- Legislative research, analysis and tracking.
- Cost benefit analysis of programs, policies, strategies and public opinion research.
- Principles and practices of communications, public speaking, public relations and public affairs.
- Membership associations
- Fiscal subject matter expertise and capability of performing quality, in-depth research and analysis in other policy areas affecting cities.
- Microsoft Office software, other software and hardware used by the League.
- Internet research and posting information to the internet.

### Ability to:

- Simultaneously plan, direct and manage competing demands, projects, assignments and responsibilities on a daily basis.
- Exhibit subject matter expertise in assigned policy areas.
- Effectively manage time and meet deadlines; maintain and exhibit flexibility.
- Identify and organize priorities
- On a continuous basis maintain and develop information related to city finance, analyze issues, legislation, ballot measures and court decisions affecting city finance; perform quality, in-depth research and analysis in other policy areas affecting cities; write analyses and newsletter articles, prepare webinars and other presentations.
- Evaluate and orally communicate information in a politically sensitive environment.
- Function as a team member

- Sustain a positive, “can-do” attitude and commitment to customer service (for both internal and external customers).
  - Be self-supervising and independently follow through on necessary tasks.
  - Establish and maintain effective work relationships with those contacted in the performance of required duties.
  - Interpret and apply League policies procedures, rules and regulations.
  - Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing.
  - Understand and carry out both verbal and written directions in an independent manner.
  - Represent the League to city officials as required
  - Travel to one-day and multiple-day overnight events via automobile, airplane or public transit to attend and provide staff support for assigned duties including but not limited to legislative activities, policy committees, department and membership meetings, annual conference and educational programming events.
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### **Experience, Education and Training**

Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Four years of experience in the areas of state and/or municipal finance, including legislative or local government research or analysis.
  - Equivalent to a bachelor’s degree from an accredited college or university with major work in finance, economics, political science, planning, economics, communications, or history; possession of a master’s degree with major course work in public administration or related field is desirable.
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### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental

application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance. Regular intervals of time spent performing tasks at off-site non-League facilities.

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**Equipment Used**

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	

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