



## Job Description

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<b>Position Title:</b>	<b>Sr. Policy &amp; Legislative Affairs Analyst</b>
<b>Classification:</b>	Manager
<b>Pay Grade:</b>	Level 8
<b>Department:</b>	Legislative Affairs
<b>Employment Status:</b>	At-Will
<b>Position Reports To:</b>	Deputy Executive Director, Advocacy & Public Affairs
<b>Positions Supervised:</b>	May oversee staff on assigned projects
<b>Overtime Status:</b>	Exempt

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### Position Purpose

Provides complex fiscal analysis, expertise and advice to the organization on the full range of issues affecting California local government finance. Monitors historical trends of local government finances and makes fiscal information available for policy development and member cities, including data collection and analysis. Analyzes proposed and enacted legislation, ballot measures, state budget proposals and court decisions affecting city finance. Performs 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, retirement benefits, labor, environmental quality, and transportation. Coordinates activities and information for task forces and policy development committees; serves as liaison between Cal Cities 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 Cal Cities' Legislative Director, and with various lobbyists, analysts and other members of the legislative team.
- Monitor, collect and synthesize fiscal information to support the legislative team and make available to cities including but not limited to local taxes (ex. sales and use, transient occupancy and property taxes), fees, intergovernmental, and other revenues; financing tools; expenditures; reserves; demographics; and service arrangements.
- Research and analyze the fiscal effects of state and federal legislative proposals, state and federal budgets, 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, retirement benefits, labor, public safety, environmental quality, and transportation.
- Respond to inquiries from city officials, state agencies, legislative staff, academics, the press, and other interested parties.

- Present and explain 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 municipal finance experts, Cal Cities 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.
- Collaborate with Cal Cities attorney(s), legislative staff, regional public affairs managers, 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 in municipal finance

#### **Policy Committees**

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

#### **Departments**

- Coordinate with and support the Cal Cities Fiscal Officers' Department and other departments as necessary, in advancing the organization's strategic advocacy priorities.
- Contribute ideas for topics and speakers for educational programs and conferences in conjunction with Cal Cities lobbyists, training staff, and department officers and representatives.
- 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 the Annual Conference.
- Coordinate and contribute to writing, editing and production of publications.
- General research; survey development and tabulation.
- Develop, 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:

- California municipal finance, including revenue sources and trends.
- Policy issues affecting California cities.
- Public policy research techniques, including survey development.
- Data collection, analysis, and presentation.
- California state budget process and analysis
- California legislative process, research, analysis and tracking.
- Federal, state, and local government organizations, governing process, laws, regulations and ordinances.
- Advanced communications, public speaking, and public affairs
- Statewide membership associations.
- Word processing, spreadsheet, database, and presentation tools including other software and hardware used by the Cal Cities.

### Ability to:

- On a continuous basis maintain and develop information related to local government finance, state and federal legislation and budgets, 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.
- 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.
- 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 Cal Cities 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 Cal Cities 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, Cal Cities Board 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, or business ; possession of a master's degree with major course work in finance, public administration, public policy 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-Cal Cities 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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