

CITY OF MADISON, WISCONSIN

EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN.

OPEN TO ALL QUALIFIED CITY EMPLOYEES
ADMINISTRATIVE ASSISTANT
COMMON COUNCIL OFFICE

LEGAL RESIDENCE WITHIN THE CITY OF MADISON
IS A CONDITION OF EMPLOYMENT FOR THIS POSITION

Salary: \$1,186.81 bi-weekly (1997 salary quoted)

General Responsibilities: This is very responsible paraprofessional staff support work relative to the development and implementation of Common Council administrative programs and functions. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of the Common Council President, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods, and controls. Employees may supervise subordinate administrative and clerical staff.

Examples of Duties and Responsibilities: Develop and implement Common Council administrative programs and functions. Develop budgetary information (narrative, financial, and statistical reports and controls). Set up and maintain budgetary account status records. Recommend fund transfers, represent the Common Council Office in routine budgetary matters in relationship with the Comptroller's Office. Coordinate personnel transactions with the Human Resources Department. Process necessary personnel forms and documents. Maintain an awareness of personnel policies and procedures and provide guidance to managers as required. Perform or oversee departmental/divisional payroll activities. Provide liaison with the Payroll Unit in resolving problems. Coordinate purchasing activities; assist in the preparation of specifications. Process or oversee the processing of purchasing documentation. Supervise office support services. Train, assign, monitor and evaluate clerical and administrative staff. Establish work priorities and procedures. Develop comprehensive recordkeeping systems (manual and/or automated). Provide liaison with Information Services staff. Develop and process a high volume of operational statistics and reports (and integrate in a logical manner) from which cost analysis or productivity data can easily be extracted. Directly oversee and/or implement a major administrative function requiring direct responsibility for an integrated administrative program. Act as spokesperson for this program with a diversity of City business contacts and in relationship to external agencies and the general public. Assist Council members in completing studies, reports, or projects by either gathering data or information, or by assisting in the assessment of individual or systematic problems. Perform a variety of research-related activities by extracting information from records (including internet research) and in reviewing ordinance and resolution language related to City Attorney's Office activities, or by developing and implementing various survey or statistical reporting systems. Perform related work as required.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION:

Knowledge, Skills and Abilities: Thorough working knowledge of City agencies functions and interactions. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms, and controls. Working knowledge of office management practices and procedures. Working knowledge of applicable office software, including spreadsheet applications. Demonstrated ability to acquire new skills. Ability to collect, analyze, and summarize data. Ability to develop and implement operating procedures. Ability to prepare reports summarizing a variety of information. Ability to conduct various research projects utilizing internet and/or other methodologies. Ability to develop and maintain effective recordkeeping systems. Ability to supervise assigned clerical and administrative personnel and their activities. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of administrative issues. Ability to exercise judgment and discretion in working with sensitive constituency issues. Ability to provide, and/or coordinate written and oral communications with constituents. Ability to establish and maintain effective working and public relationships.

Training and Experience: Two years of varied administrative and/or office management experience (generally equivalent to that gained at the "Secretary 2" level with the City of Madison). Such experience would normally be supplemented by two years of college level coursework in public administration, business administration, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

APPLICATIONS: Are available at the City Human Resources Department, Room 501, City-County Building, 210 Martin Luther King, Jr. Blvd., Madison, WI 53710, (608) 266-6500. For TDD (hearing impaired) Accessibility and FAX, dial (608) 267-1115. Applications will be accepted until 4:30 p.m. on February 20, 1998.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law.

CERT #98080; JFC 3B; COMP GROUP 17; RANGE 14; PCN; Dept #06; February 11, 1998; SD:103

This position is non-represented.

(PLEASE READ THE BACK OF THIS PAGE BEFORE COMPLETING THE APPLICATION)
CITY OF MADISON HUMAN RESOURCES DEPARTMENT
210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53710
(Job Information Line) 608-266-6500 • FAX 608-267-1115 • TDD (Hearing Impaired) 608-267-1115
<http://www.ci.madison.wi.us/jobs.html> Internet World Wide Web

SECRETARY ICLASS DESCRIPTIONGeneral Responsibilities:

This is responsible secretarial and administrative support work. Employees in this class exercise judgment and discretion in the performance of a variety of activities requiring the interpretation and/or application of policy. Secretary I's often serve as the first level of review and resolution on correspondence and personal contact, and independently gather information, draft routine correspondence, or take other appropriate action to assist managers in the most effective utilization of their time by relieving them of administrative detail. Work at this level may involve leadership responsibilities in coordinating the completion of assignments. Secretary I's typically work under the general supervision of a department or division head.

Examples of Duties and Responsibilities:

Respond to a variety of in-person and telephone inquiries by providing or obtaining information, making appropriate referrals, explaining routine departmental and City procedures, and receiving or relaying messages.

Compile numerical data, maintain records, and prepare reports; verify computer printouts and update listings.

Participate in purchasing activities by preparing purchase orders, requisitions and vouchers for payment; obtain necessary approvals; and route appropriately.

Utilize word processing equipment and enter information via a computer terminal.

Provide routine assistance in the collection and organization of budget data as directed. Prepare budget document in final typed form for submission. Insure mathematical accuracy of all calculations on budget document.

Set-up, review, audit and maintain the work unit filing systems (computerized and/or manual) Maintain the Manager's personal files.

Receive incoming mail. Route it to appropriate staff for reply; keep a control log; and follow-up on responses. Prepare independent responses to inquiries on routine matters. For those matters requiring the manager's direct attention, attach pertinent materials and submit to the manager for disposition. Prepare replies to such correspondence from dictation or outline as directed.

Operate duplicating equipment, collate material, and coordinate distribution of printed materials.

Maintain routine office financial and budget records, and report status to supervisors.

Arrange meetings, conferences, and hearings for the manager. Make physical arrangements (e.g , room, travel, equipment, meals, etc.) Notify attendees and prepare and distribute materials for their use. Prepare and/or coordinate the preparation of agendas.

Attend meetings or conferences and make detailed records of proceedings. Provide summary minutes or verbatim transcription as necessary.

Review, correct, revise, edit and/or type letters and other materials from manual or machine dictation, rough drafts, and longhand materials. Update mailing and other listings, reference materials, policy and procedures materials, and ordinance and related statutes and regulations.

Maintain and/or coordinate the maintenance and preparation of payroll and personnel records on employees; compute payroll adjustments as required; and process necessary personnel materials (such as Certification Requests, evaluations, training requests, etc.).

Perform related work as required.

QUALIFICATIONSKnowledges, Skills and Abilities:

Thorough knowledge of office practices and procedures; thorough knowledge of English composition, correct punctuation, spelling, grammatical usage, acceptable business letter and report formats, and basic math. Ability to prepare finished letters, memorandums, and reports from rough draft, outline or original composition. Ability to carry out administrative details efficiently and independently; ability to set priorities and to schedule and distribute work as required; ability to compose routine and/or repetitive correspondence. Ability to interpret departmental policies, procedures, and regulations. Ability to use the telephone effectively. Ability to collect, organize, and summarize data as directed. Ability to type at a net speed of 50 wpm with 10 or less errors. Ability to accurately proofread. Ability to set up, maintain and utilize filing systems. Ability to effectively convey information regarding departmental programs. Ability to maintain effective working relationships with managers, co-workers and the general public.

NOTE: Position requirements relative to the ability to take and transcribe dictation will be determined (based on job duties assigned) at the time of recruitment.

Training and Experience:

Two years of experience in responsible clerical work that included secretarial and administrative responsibilities. Such experience would normally be gained after graduation from high school supplemented by secretarial, clerical or business courses. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of these positions will also be considered.

LEGISLATIVE SERVICES DIRECTOR

DEFINITION

Under general direction of the County Board Chair, independently performs research; planning; budget, policy, and operational analysis; performance audits; and program evaluations. Develops recommendations regarding public policy issues; prepares reports and correspondence; provides committee staff support; responds to Supervisor inquiries; makes frequent presentations to County Board Supervisors and Committees; provides assistance to county agencies as needed; provides assistance to Board Chair as needed; supervises Board Clerical Support Staff and oversees Board Office Budget and functioning of Board Office. Performs related work as required.

EXAMPLES OF DUTIES

Analyzes budget and legislative proposals and provides recommendations; performs research on and evaluation of local government policy and program issues and other issues of concern to County Board members; monitors and evaluates legislation; defines scope, methodology, process and work plan for complex assignments; collects data through interviews, observation, and research; compiles, analyzes and interprets data and issues; determines conformance of agency activities with fiscal, legal, and policy guidelines; verifies program revenue and expenditure activity; makes frequent contacts with top management regarding a wide variety of policy and organizational issues; conducts performance audits as approved by the Personnel & Finance Audit Subcommittee; works closely with County Board Supervisors and Committees, addressing sensitive and at times confidential issues, presenting findings, recommending initiatives, representing the Board's interests and providing general staff support; coordinates activities with Board Fiscal Analyst; participates in policy and planning activities; arranges special County Board activities; prepares the Board Office budget and is responsible for oversight of same; supervises Board Clerical Support Staff and is generally responsible for Office operations; operates personal computer equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from an accredited four year college or university with majors in business administration, public administration, social sciences or a closely related field with substantial course work in research methodology and political science/organizational behavior, strong written and oral communications skills and three - four years of work experience in analysis and evaluation. Two - three years of experience working with a legislative body and/or other elected officials and a minimum one year supervisory experience. Work experience should involve review, analysis, evaluation, and auditing of public policy, budget, program, organizational structure and

administrative practices and responsibility of same.

Knowledges and Abilities:

Considerable knowledge of the development and implementation of public policy; knowledge of budgetary and administrative organization; ability to communicate effectively orally and in writing; ability to maintain effective working relationships and supervise and coordinate other's activities in a team atmosphere; considerable knowledge of current research evaluation and analytical techniques and auditing standards; ability to apply knowledge to wide range of auditing and evaluation activities; knowledge of governmental budgetary principles and operations; knowledge and understanding the laws, regulations, program responsibilities of government agencies and ability to analyze same to determine conformance and effectiveness and make recommendations for improvements; ability to work independently, exercise sound judgement, understand complex written and oral instructions; analyze and interpret all types of data; prepare clear, concise and complete reports and supporting documentation.

4/2/93 DRAFT

POLICY ANALYST

DEFINITION

Under direction of the Chair of the County Board of Supervisors, provides independent research and analysis to the Board on budget, operational and public policy issues to assist the Board in carrying out its policy-making and oversight responsibilities. Assist county agencies, department heads and staff to gather information and respond to county board committees and the County Board Chair; respond to inquiries from the County Board, other governmental units and the general public; make presentations to County Board committees; prepare reports, press releases and correspondence; perform related duties as required.

EXAMPLES OF DUTIES

Develop and carry out research and analysis on policy and fiscal issues; initiate independent analysis and make recommendations to the County Board Chair and other supervisors; identify alternatives to budget and policy initiatives; develop issue papers and policy options for committees and subcommittees of the County Board; organize and provide staff support to Board committee meetings, ensure appropriate county staff and others are present at meetings, develop and write committee reports with recommendations for Board action; assist local government officials and county agency staff to clarify the status of issues before the county board and respond appropriately to county board requests; respond to inquiries from local government officials, county agency staff, state and national organizations, the media, and the general public on County Board issues; provide analysis on county budget requests, develop alternative budget strategies, provide support to county board committees reviewing agency budget requests, and develop summaries and updates of the status of budget amendments; identify options and make recommendations to the County Board Chair on methods for carrying out County Board statutory mandates and legislative operations; assist in interpreting state statutes, county ordinances and Robert's Rules of Order as they apply to County Board functioning; make recommendations and assist in implementing new county board rules and policies.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree from an accredited college or university in public administration, political science, or a related field and three years professional experience performing budget and policy analysis in a legislative or governmental agency. Prefer experience in a legislative staff support role.

Knowledges and Abilities: Knowledge of the principles of public administration and budget management; knowledge of governmental budget and policy making procedures; ability to collect, summarize and analyze quantitative and qualitative data; ability to develop and present policy recommendations on a variety of policy issues; ability to speak and write effectively; ability to work independently and exercise sound judgment in interpreting and completing assignments; ability to effectively relate to and communicate with county and state agency personnel and elected officials; ability to operate word processing, spreadsheet and graphics software packages on a personal computer.

RESEARCH/FISCAL ANALYST

DEFINITION

Under direction of the County Board Chair, performs research and analysis of budget, operational, and public policy issues; monitors and evaluates pending legislation; assists in budget development, analysis, and review; responds to inquiries from County Board Supervisors, the public, and other governmental units; provides budgetary oversight; makes presentations to County Board committees as necessary; prepares reports and correspondence; and performs related work as required.

EXAMPLES OF DUTIES

Researches a variety of policy and operational issues, including review and analysis of statutes, administrative rules and practices, county ordinances, and program, budget, and operating data. A primary responsibility will be to assist the board review of the county budget during the budget session and monitoring during the rest of the year, including analysis of Executive and departmental initiatives. Reviews resolutions and fiscal estimates. Also assists in the preparation of the board budget and oversight of same. Responds to requests for information from supervisors, the public, and other governmental units, including preparation of related reports and correspondence. Recommends new policies and procedures. Meets with department heads and key staff as needed. Works with other board staff as necessary and appropriate. Prepares summaries of reports issued by county agencies. Operates personal computer equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from an accredited four year college or university with a major in business administration, public administration, or closely related field and two years professional work experience in quantitative and qualitative research related to budget analysis and monitoring. Preferred experience include contact with elected legislators.

Knowledges and Abilities: Knowledge of the principles of public administration and budgetary management; familiarity with current research and analytic techniques; knowledge of governmental budget and policy making procedures. Ability to speak and write effectively; ability to work independently and to exercise sound judgment in interpreting and completing assignments; ability to effectively relate to, and communicate with agency personnel and County Board Supervisors; ability to collect, summarize, and analyze quantitative and qualitative data; ability to make recommendations regarding the best alternatives from various perspectives, ability to respond effectively to inquiries for information. Ability to operate word processing, spreadsheet, and graphics software packages on a personal computer.

ASSISTANT TO THE MAYOR I

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible professional work as a Mayoral Aide for the City of Madison. Employees in this position represent the Mayor and the City of Madison in a wide variety of internal and/or external activities, projects, and on-going assignments. The work involves planning, organizing, reviewing, and recommending activities, projects, and policy initiatives; serving as a liaison between the Mayor's Office and other internal and/or external organizations and individuals; and performing a wide range of related coordinative and communication functions as assigned. This position reports directly to the Mayor, but functions with a high degree of independent judgement and discretion.

Examples of Duties and Responsibilities:

Organize and participate in the planning, development, and implementation of new administrative programs and prepare reports and presentation for various committees and the Common Council.

On behalf of the Mayor, review and, in some cases, initiate new programs and/or the expansion of existing programs. Review pending legislation introduced at the Common Council and prepare reports and provide information on matters referred to the Mayor's Office from the Common Council.

Review departmental progress reports and advise the Mayor on status of new and existing programs and activities. Prepare periodic summary reports and recommendations to the Mayor.

Receive requests for information from various citizen groups, citizens, governmental units, and the general public regarding City services. Assist the public by working with various departments, making referrals, and/or getting necessary information or assistance.

Perform administrative tasks and projects as assigned by the Mayor, and direct studies and projects which affect all departments and/or which may cross departmental lines. Coordinate and/or participate in interdepartmental teams and committees as assigned.

Act as liaison to Common Council. Represent the Mayor's Office at committee meetings, provide assistance and data to members of Council, coordinate and communicate information to members of legislative bodies and to public citizens and groups, contact members of the Common Council and receive information and communicate positions of the Mayor to members of Council. Keep the Mayor advised on status of pending legislation.

Represent the Mayor's Office at various citizen committees and other meetings.

Represent the Mayor's Office at meetings, conferences, and delegations with all levels of government, including County, State, and Federal level. Work with the Legislative Analyst and keep Mayor advised of pending state and federal legislation which may affect the City of Madison.

Perform assigned projects and tasks as designated by the Mayor.

Work with Mayor's staff and other City staff on areas of mutual concern, such as submitting

reports and positions on pending local legislation and dealing with requests for information which have been referred to the Mayor's Office.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Considerable knowledge of the principles and practices of political science, public administration, and municipal government operations. Considerable knowledge of public sector programs, issues and trends, particularly as they relate to local government. Knowledge of local public policies and procedures and the organization and management of functions as they relate to the Mayor - Common Council form of government. Knowledge of legislative - committee systems in the municipal sector and their role in setting public policy. Ability to independently perform assigned projects and tasks and communicate the Mayor's position effectively to diverse groups, individuals, and to the media. Ability to communicate effectively, both orally and in writing and to make presentations before large groups. Ability to prepare and present reports and recommendations. Ability to study, analyze, present, and justify programmatic and policy information and data. Ability to conceptualize and exercise sound judgment in planning for, evaluating, and/or implementing City programs and projects. Ability to direct and/or coordinate difficult and varied administrative projects and assignments and to chair and/or effectively participate in management decision-making processes. Ability to establish and maintain effective working and public relationships. (NOTE: Additional "Knowledges, Skills, and Abilities" may be identified for specific positions in this class.)

Training and Experience:

Graduation from an accredited college or university with a degree in Public or Business Administration, Political Science, or a related field and considerable independent and responsible high-level administrative, program, and/or supervisory experience in the municipal sector. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills, and abilities necessary to perform the duties of these position will also be considered.

DIVISION/DEPARTMENT: Mayor's Office
Class Code: 666

Comp. Gr. 19 Range 29
FJC No. 1B

**OPEN TO ALL QUALIFIED APPLICANTS
LEGISLATIVE ANALYST
MAYOR'S OFFICE**

SALARY: \$35,081.00 annually

General Responsibilities:

Primary duties include: performing legislative and related research for the Mayor, Common Council and other officials of the City of Madison; performing legislative liaison activities with representatives of all levels of government; monitoring state and federal grants opportunities for the City and assisting the City to apply for such sources of funding.

Examples of Duties and Responsibilities:

Coordinates the legislative and related reference and research requests of the Mayor and Common Council; develops and maintains a systematic service for provision of legislative related information; monitors enactments, pending legislative and other governmental actions; reports information and progress on legislation and administrative procedures which could affect or relate to municipal services and problems; secures support from other municipalities and elected officials on legislation that will affect Madison and other communities; works to influence the outcome of pending and proposed legislation and administrative rules; develops and maintains a liaison position with state and federal officials; informs Mayor and City officials of legislative and related matters of municipal interest; monitors sources of state and federal grant opportunities and assists the City to apply for such grant funds. Related work is performed as required.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION:

Knowledge, Skills and Abilities:

Knowledge of Political Science and Public Administration principles and practices; working knowledge of municipal law, finance and legislative and political processes. Ability to analyze pending legislation and to ascertain its social, political and fiscal impact on the City. Ability to develop and summarize information into factual and concise reports. Ability to establish and maintain effective working relationships with a wide variety of individuals including legislators and other public officials. Ability to communicate effectively both orally and in writing.

Training and Experience:

Two years of responsible professional experience in the analysis of legislative initiatives and their impact on local governmental units. Such experience would normally be gained after graduation with a bachelor's degree in Political Science, Urban Affairs or related field from an accredited college or university.

APPLICATIONS: Are available at the City Human Resource Department, Room 501, City-County Building, 210 Martin Luther King, Jr. Boulevard, Madison, WI, 53710, (608) 266-6500, and will be accepted until 4:30 p.m. on October 30, 1989.

This is a non civil service position which serves at the discretion of the Mayor. It is anticipated that the position will begin January 2, 1990. Each applicant must complete a formal application for the position and is encouraged to submit a resume as an addendum. Resumes will not be accepted in lieu of the formal application.

Reasonable accommodations for persons with a known handicapping condition will be considered in accordance with State and Federal law.

CERI #1989; JFC ; COMP GROUP RANGE ; PCN: 10/13/89 JH:238-X

In accordance with the Immigration Reform and Control Act of 1986, the City of Madison will hire only United States Citizens and aliens lawfully authorized to work in the United States. **ALL** applicants offered a City of Madison position will be required to personally present documentation, both to identify themselves and to prove that they are eligible for employment in the United States (Note - this also applies to U.S. Citizens). This **MUST** be done before employment begins. Further information can be obtained from the Human Resource Department. This information will be kept confidentially, in a separate file, in the Human Resource Department.

A CITY AND ITS PEOPLE - DEDICATED TO QUALITY

Email to a friend

Print this job

Job Title: Legislative Analyst (Associate Staff Analyst)
Job Number: JVN#114322FSM
Organization: NYC Department of Health and Mental Hygiene
Posted: 3/20/2007
Type: Full-Time

Classification:**Industry:**

Number of Openings: 1

Location: New York, NY

Compensation:

Position Description: JOB DESCRIPTION: The Legislative Analyst will: • Track legislation and coordinate the Department's response • Serve as a liaison to the Mayor's Legislative Office for issues relating to health care policy. • Assist in responding to elected officials' requests regarding general information, Department of Health and Mental Hygiene services, and constituent concerns. • Assist in preparing materials for public hearings, including researching and drafting public testimony and other public documentation. • Assist in developing briefing materials and other communications to inform the City Council and the State Legislature about issues and funding needs of the Department. • Assist in coordinating the development of the Department's City, State, and Federal legislative agenda. • Provide general and administrative assistance to the Director of Intergovernmental Affairs.

PREFERRED SKILLS: Excellent public speaking, group facilitation, writing and editing skills; experience working for an elected official in a government, or a legislative office; an academic background in either political science, public policy or related field; familiarity with issues pertaining to health care policy and the New York State budget process; masters degree preferred; computer literacy; must be self motivated and able to work and manage multiple responsibilities simultaneously.

Qualifications: QUALIFICATION REQUIREMENTS: 1. A Master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and one (1) year of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area, or 2. A Baccalaureate degree

from an accredited college and three (3) years of satisfactory full-time professional experience in the areas described in "1" above.
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

Organization**Description:****Closing Date:** 5/20/2007**Desired****Starting Date:****Contact Name:** carol bruskin,**Contact****Location:****Contact****Location:****Contact****Phone:** (212)788-483**Contact Fax:****Contact Email:** cbruskin@health.nyc.gov**Web Address:** <http://>**How to Apply:** TO APPLY, PLEASE SUBMIT RESUME ON LINE:
www.nyc.gov/health/careers JVN search: 114322 If you do not have access to submit online, mail resume to NYC Department of Health and Mental Hygiene, 125 Worth Street, Room 930, Box #39, New York, NY 10013 indicating JVN#. Please submit your resume once using only one of these methods.**Additional Information:****Web Site****Delete Date:** 5/19/2007**[Terms & Conditions](#)**

CLASS CODE:
CITY OF ANAHEIM:
CLASS SPECIFICATION:

I CLASS TITLE: LEGISLATIVE ANALYST

II DEPARTMENT: CITY MANAGER'S OFFICE

III CLASS DEFINITION:

Under direction, assists in the implementation, coordination and development of the Intergovernmental Relations Program and Anaheim Resort Revitalization Community Affairs effort.

IV SUPERVISION RECEIVED AND EXERCISED:

Works under direction of the Senior Projects Manager (Public Affairs)

May provide technical and/or functional supervision of clerical and professional staff support.

V EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Conducts in-depth research and analysis of policy proposals; participates in development of the Legislative Program

Distributes legislative proposals to City departments for review; coordinates and monitors bill tracking system.

Attends and participates in the Resort Area public relations campaign meetings.

Prepares concise and detailed staff reports recommending positions on legislation or status of Resort area improvements.

Oversees compliance and performance of CATV franchises; participates in franchise negotiations; prepares status reports and recommendations regarding CATV performance.

Responds to citizen complaints with follow-up to appropriate City, Disney, Anaheim Visitor & Convention Bureau representative; participates in outreach meetings with Resort Area businesses.

Distributes grant funding announcements based on department interest or need; oversees quarterly development of grant inventory report

Drafts news releases dealing with public relations/community affairs efforts in the Resort area. Participates in development of articles published in City's Anaheim Magazine; assists in development of video/audio-visual presentations to civic and business or professional associations; assists in preparation of speeches for City Manager/City Council

Assists in preparation of State and Federal Legislative Committee testimony.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Attends and participates in professional group and Association meetings

Analyzes program budget revenues/expenditures; prepares reports on budget variances; monitors program budget through City budgeting (AFRM) system.

VI: JOB RELATED QUALIFICATIONS:

Experience: Some experience in the area of legislative analysis to include public contact.

Knowledge of: Principles and practices of public administration; State and Federal legislative process; City government principles and practices; principles of municipal budget and control; general knowledge of CATV franchise regulations and practices.

Ability to: Conduct extensive and detailed statistical analysis and research; analyze pending legislation and make sound recommendations; analyze grant funding proposals and make sound recommendations; coordinate the operations, services and activities of the public affairs program; effectively organize a wide range of projects; effectively use a computer and a variety of word processing, database and graphics software; communicate effectively, both orally and in writing; analyze and monitor a program budget and contracts; write and present clear, concise and accurate oral and written reports including sound recommendations; deal effectively and diplomatically with the public and resolve issues and complaints in an expedient and satisfactory manner; establish and maintain effective working relationships with those contacted in the course of work.

Note: This position will require working evenings and weekends as well as travel to Sacramento and/or Washington D C. in the conduct of business

Physical Requirements: None

License/Certification Required: Possession of, or ability to obtain a valid California Driver's License by date of appointment.

VII. FLSA DESIGNATION: Administrative Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

New 7/97 - V. Kilmurray
Doc: CS1738VK

CHIEF LEGISLATIVE ANALYST

CITY OF LOS ANGELES, CALIFORNIA

The Chief Legislative Analyst (CLA) functions as an independent, nonpartisan professional analyst and chief advisor to the 15-member City Council to insure the cost effective implementation of city legislation, policy and initiatives for the nation's second largest city. The CLA administers an operational budget of approx. \$4 million and leads an office of 50 dedicated analysts and support staff. The position's function extends well beyond budgetary research and analysis; the CLA is in partnership with the Council to objectively assist them with the successful achievement of their legislative goals, resolution of conflict and helping them to function more effectively and responsively as a deliberative body. Additionally, the CLA serves as a critical player in the City's Economic Development Program, initiating major financing and capital improvement enterprises on behalf of the City.

The ideal candidate will be a strong, confident senior manager with at least 15 years of executive-level experience in a municipality or governmental organization of significant size, diversity and complexity with a demonstrated ability to impartially serve elected/appointed public officials and staff. High level competence in analysis, budget, legislative policy and public sector finance is essential. He/She must be able to demonstrate the ability to build and sustain effective working relationships with the City Council, staff, the Mayor, the City's Executive Offices and community stakeholders based upon the values of integrity, trust, candor and a steadfast commitment to good government policy. A Bachelor's degree in a related field is required and Graduate Degree highly desirable. Previous experience working in or with the City of Los Angeles at an Executive level is desirable. Minimum executive level experience does not apply to internal City of Los Angeles candidates.

Salary range for the position is \$181,177 - \$286,724 and the City provides a comprehensive and highly competitive Executive Benefits Package. To be considered for this extraordinary career opportunity, please submit a resume and cover letter stating why you believe you are a good fit for this position to: Clark Wurzberger, The Mercer Group, Inc., P.O. Box 546, Weimar, CA 95736. Telephone: 530.637.4559; Fax: 530.637.1048; email; cwurzberger@excite.com no later than **June 13, 2005**. Please see a descriptive brochure at www.mercergroupinc.com . City website is: www.lacity.org The City of Los Angeles is committed to workforce diversity and is an Equal Opportunity Employer.