

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, serves as liaison with governmental agencies, and reports on proceedings at meetings concerning 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 proposed legislation and existing law on District policies, programs, and procedures.
- Compiles and analyzes staff comments and other information, 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 governmental agencies and legislative bodies, District personnel, and other groups to monitor activities and provide information on the effects of proposed policies and the District's position on such actions; answers questions about school programs; discusses legislative processes and District relationships with governmental bodies; and reports on governmental bodies' discussions, and decisions of interest to the District.
- Prepares correspondence to legislators and public officials and formulates speeches, presentations, and policy analyses of resolutions 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.
- Assists with the timely dissemination of information to District staff related to new laws to support its implementation.
- Assists with the development of the District's social media advocacy campaigns and messaging.
- 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 education, local government, and nonprofit organizations  
Basic features of the California State Education Code and other State and federal laws affecting general school programs  
State legislature, federal, and local legislative processes and procedures  
District Board of Education rules, policies, priorities, and functions  
District organization  
Microsoft Word, Excel, and PowerPoint  
English usage, grammar, punctuation, spelling, and vocabulary

### Ability to:

Compile, analyze, interpret, and extrapolate information and numerical data to make recommendations on District's advocacy priorities and the impact of policy proposals on the District's programs, operations, and students  
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  
Allocate time effectively among competing demands by identifying high-priority issues  
Make sound decisions and work under pressure in meeting deadlines  
Understand structure of legislation and related materials

## 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 and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
10-21-21  
RGK