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Positions At-A-Glance

Recruitment for Analyst Positions:

- **OC LAFCO**
Policy Analyst I
- **SD LAFCO**
Local Government Analyst I / II
- Great opportunity for recent graduates or newcomers to local government.
- Ideal candidates are interested in public policy and regional planning.
- Full-time employment with excellent health/ pension benefits.

About the Agency

The Local Agency Formation Commission (LAFCO) is a subdivision of the State of California with broad regulatory and planning powers to oversee the establishment and development of cities and special districts. LAFCO is governed by a Commission tasked with facilitating orderly growth and development by aligning municipal services with current and future community needs.

The Culture

At OC LAFCO and San Diego LAFCO, staff thrives in a work environment that revolves around curiosity, cooperation, innovation, focus, flexibility, and respect. All staff contribute to the mission of making government boundaries matter and meaningful. We believe good information leads to good decisions. Our work is serious, but we don't take ourselves too seriously. So, if you bring a sense of humor, we appreciate that, too.

The Opportunity

OC LAFCO is recruiting for one full-time Policy Analyst I and San Diego LAFCO is recruiting for two full-time Local Governmental Analyst I/II. Incumbents will serve to support the agency in fulfilling its prescribed regulatory and planning responsibilities under state law. The Analysts will be directly supervised by the executive officer or designee, and primarily tasked with providing project support and serving as project managers for assigned studies to evaluate the availability, adequacy, and performance of local governmental services relative to current and future community needs. The individuals selected for these positions provide project support in the areas of research, analysis, and applicant interface for state mandated programs as established by local policy and State law. The incumbents will also be tasked with performing general staff support services ranging from processing boundary change proposals to representing the agency before other boards and organizations. Training and related development will be provided, and duties will expand consistent with acumen and experience.

Minimum Qualifications

Qualified candidates must have a combination of education, training, and experience that would provide the required knowledge, skills, and abilities in qualifying. A typical combination includes a bachelor's degree from an accredited college or university with major course work in public policy, public administration, political science, planning, business administration, or related field. Additionally, candidates must have at least one year of responsible experience performing research and analytical work, personnel, budget, finance, or customer service.

Ideal Candidates

Ideal candidates for the position will have a strong interest in public policy and regional planning; effective analytical and problem-solving skills; and – most importantly – curiosity with respect to understanding how local government works and how to make it better. Ideal candidates will also have strong written and verbal communication skills, excellent organizational skills, and a self-starter who is process-oriented while keeping track of desired outcomes. Successful candidates should also demonstrate competency in the following areas:

- Strong research, organization, and writing skills.
- Ability to make effective public presentations and represent OC LAFCO or San Diego LAFCO at meetings with professional and public groups.
- Excellent computer skills (i.e., spreadsheets, word-processing, database and program management software).
- Knowledge of the Geographic Information System (GIS) to capture, analyze, and present spatial or geographic information.
- Ability to work in a fast-paced environment.
- Ability to exercise sound independent judgment in performing assignments.
- Ability to perform basic to intermediate qualitative and quantitative analysis.
- Provide critical thinking and objective reporting.
- Direct and conduct special studies, projects, and public meetings.
- Prepare clear, concise reports and other written materials.
- Organize and manage projects and programs efficiently.
- Establish and maintain effective working relationships

Compensation

OC LAFCO

Policy Analyst I

Salary Range \$71,900 to \$89,800

San Diego LAFCO

Local Government Analyst I and II

Salary Range Analyst I - \$52,312 to 82,222.40

Salary Range Analyst II - \$61,963.20 to 97,489.60

The incumbent is expected to begin at the entry range, and through successful annual reviews may be eligible for merit adjustments. Merit adjustments are not automatic and are based on performance, subject to budget constraints. Incumbents also receive generous benefit packages that include health and dental insurance coverage. San Diego LAFCO offers retirement benefits through the County of San Diego, as well as pension participation with the San Diego County Employees Retirement Association. OC LAFCO is a member agency of the Orange County Employees Retirement System (OCERS) which provides retirement benefits (1.62 @ 65 Plan) for new OC LAFCO employees.

The Process

Interested candidates must submit a resume and cover letter specifying which positions are of interest by email to:

OC LAFCO

Assistant Executive Officer, Luis Tapia

ltapia@oclafco.org

San Diego LAFCO

Assistant Executive Officer, Priscilla Mumpower

sandiegolafco@gmail.com

Materials submitted after the deadline will not be accepted or provided a response. Resumes and cover letters submitted by the deadline will be screened to identify qualified candidates. These positions are open until filled. Any offer of employment will be subject to the completion of a background check. The documents must be submitted no later than 5:00 PM on Wednesday, May 15, 2024.

Any questions concerning this announcement should be directed to Luis Tapia and Priscilla Mumpower at the emails listed above.

Learn More

Thank you for considering LAFCO for employment. We look forward to finding more bright minds to join our talented team. To learn more about San Diego LAFCO, visit sdlafco.org. To learn more about OC LAFCO, visit oclafco.org.