LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Job Specification

ASSISTANT/ASSOCIATE ANALYST

Job Title:	Assistant/Associate Analyst
Job Type:	At Will, Full-Time Position
Overtime Eligible	Both Levels are Non-Exempt
Salary Range:	Assistant Analyst: $78,874 - $105,706 (Annual) Associate Analyst: $91,166 -$122,158 (Annual)
Revised:	July 30, 2025

About LAFCO

The Local Agency Formation Commission of Monterey County was established by State statute in 1963 to: (1) encourage the orderly formation, growth and development of local government agencies; (2) preserve open space and prime agricultural lands; (3) discourage urban sprawl, and (4) efficiently provide local government services *(Government Code Section 56000, et seq.)*. The 11-member Commission is served by a professional staff and performs planning and regulatory functions in support of its legislative purposes.

Definition

Under direction, this position performs responsible professional analytical and administrative work in support of LAFCO's statutory activities, and performs other duties as required. The position is flexibly classified as entry level or journey level in the LAFCO Analyst series, based on proficiency and other qualifications. The specific class level will be determined at time of hiring or advancement.

Distinguishing Characteristics

Assistant Analyst: This is an entry level class position within the LAFCO professional analyst series approaching the journey level. Under general supervision, the work involves the responsibility for projects that require the application of fundamental office administration and LAFCO principles requiring some professional administrative, analyst or prior planning experience, or related project management experience. Assignments are generally moderately difficult in scope, but within the design and procedural framework established by higher-level employees, however, as experience is acquired, the employee performs with increasing independence.

Associate Analyst: This is the full working (journey) level class in the LAFCO professional analyst series. The Associate Analyst performs a full range of complex professional assignments in all program areas, and acts as project analyst with full responsibility for the review, processing, preparation and presentation of varied and complex projects. The Associate Analyst receives direction from the Senior/Principal Analyst or the LAFCO Executive Officer. Responsibilities may include direct or functional supervision of professional, technical and clerical personnel and consultants.

The class of Associate Analyst is distinguished from the next lower class of Assistant Analyst in that the Associate Analyst performs journey level professional administrative and analyst work requiring a thorough knowledge of LAFCO laws, policies, procedures and regulations, whereas an Assistant Analyst performs entry level professional administrative and analyst work requiring some knowledge of LAFCO laws, policies, procedures and regulations involving analysis and interpretation.

The class of Associate Analyst is distinguished from the next higher class of Senior Analyst in that the Senior Analyst is a lead worker class which serves as a projects coordinator with responsibility for performing the most complex and specialized analyst assignments under general direction, whereas an Associate Analyst functions under direction with responsibility for complex and varied analyst projects within a team of professional analysts.

Classes in this series are flexibly staffed, and incumbents may advance to the higher-level class after demonstrating proficiency and meeting the qualifications for that classification.

Examples of Duties

Duties may include but are not limited to the following:

- Evaluates, analyzes, coordinates, prepares and presents complex background data, studies, petitions, proposals, applications, reports, resolutions and recommendations to the LAFCO Executive Officer and/or to the LAFCO Commission and Committees;
- Maintains, revises and interprets the LAFCO policies, procedures and maps;
- May plan, organize, coordinate and supervise the work of staff or consultant personnel, as assigned;
- Attends LAFCO meetings and makes public presentations;
- Works closely with public agencies, the public, media and special interest groups to form consensus on a variety of complicated subjects;
- Represents LAFCO to local, state and federal agencies and community groups while maintaining strong liaisons and open communication with agencies and administrative staff of the County, cities and special districts;
- Monitors and evaluates local agencies, their service capabilities and proposals for changes or organization or jurisdictional boundaries;
- Administers fiscal affairs in accordance with LAFCO policies and procedures, including coordination of accounts receivable, accounts payable, payroll, and purchasing;
- Prepares and monitors budgets, contracts and financial activity reports for areas of assigned responsibility, and assists in other administrative budget and financial reporting activities;
- Performs administrative/human resources functions such as coordination of recruitments, employment agreements, personnel actions, and benefits;
- Develops and implements best-practice office methods, procedures and forms;
- Performs clerical functions such as preparing and distributing public meeting materials for LAFCO Commission and Committee meetings, clerking Commission and Committee meetings, preparing meeting minutes and summaries of proceedings, preparing and finalizing resolutions, keeping records, scheduling meetings, updating calendars, website maintenance, and responding to inquiries from the public;
- Executes the terms and conditions of LAFCO documents in accordance with determinations of LAFCO;

- Assists the Executive Officer in implementing the Commission's directions, policies and procedures, and in developing, tracking and managing the annual work program;
- Actively participates in LAFCO-related organizations and other professional organizations; and
- Other duties as assigned by the Executive Officer

Education and Experience (Typical Qualifications)

The knowledge, skills and abilities listed below may be acquired through various types of experience, education or training, typically:

Education:

Equivalent to Bachelor's or Master's degree in urban/regional planning, public administration, or a closely related field,

AND

Experience:

Assistant Analyst: One year of responsible professional analyst or planning experience or related project management experience, preferably in the public sector.

Associate Analyst: Three or more years of progressively responsible professional experience performing public sector planning, policy and program analysis duties similar to those of the position.

License and/or Certifications

Depending on assignment, possession of a valid California Class C driver's license may be required.

Knowledge, Skills and Abilities

The position requires strong analytical, communication and interpersonal skills. The ideal candidate will possess a combination of experience, education and/or training that will substantially demonstrate the following knowledge, skills and abilities:

Knowledge of:

Assistant Analyst: Some knowledge of: Principles and practices of LAFCO and applicable state and local policies and regulations relating to LAFCO. Urban planning; economic development; growth management principles and techniques; statistical and analytical research methods.

Associate Analyst: Thorough knowledge of: Principles and practices of LAFCO. Applicable state and local laws, policies and regulations relating to LAFCO, with special emphasis on the Cortese-Knox-Hertzberg Local Government Reorganization Act, the California Environmental Quality Act, and local planning and land use laws and their applicability to LAFCO.

Working knowledge of: Principles and practices of ethics, accountability and transparency in local government. Statistical and research methods and techniques. Principles and practices of budgets, financial analysis and reporting. Principles and practices of effective training, supervision and performance management. Principles and practices used in project management and public sector contract management.

Skills and Abilities to:

Assistant Analyst: Learn and apply state and local laws and policies underlying the purposes and practices of LAFCO. Learn about the enabling legislation and other laws and policies pertinent to special districts, counties and cities. Learn about local general plans, zoning and land divisions. Learn applicable environmental laws and regulations. Learn and apply the laws for public sector ethics, accountability and transparency. Learn and perform administrative functions such as accounts receivable, accounts payable, payroll, and purchasing. Learn and complete human resources tasks related to recruitments, hiring, personnel forms, and benefits enrollment. Learn and perform clerical tasks such preparation and distribution of public meeting materials, clerking Commission meetings, preparing meeting minutes, record keeping, meeting scheduling, and responding to inquiries from the public. Analyze, interpret and compile technical, policy and statistical information and prepare professional quality reports. Allocate time to multiple projects with deadlines. Work effectively with the general public, Commission, local governments and LAFCO co-workers. Communicate clearly and concisely, orally and in writing.

Associate Analyst: Interpret, analyze and effectively communicate complex technical and policy information. Demonstrate excellent oral and written communication skills, and excellent customer service skills. Prepare and present clear, thorough written and oral reports. Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, reports, studies and technical papers. Implement administrative functions such as accounts receivable, accounts payable, payroll, purchasing, human resources tasks, and clerical tasks. Perform a variety of complex public planning, research information development and report preparation assignments. Demonstrate the technical competence and ability to meet assigned timelines for multiple tasks. Interpret, apply and explain laws, rules, policies and procedures governing LAFCO issues and actions. Work with and provide timely and relevant information and clear recommendations to the Senior/Principal Analyst and LAFCO Executive Officer. Build trust, credibility and confidence in the work of LAFCO throughout all of Monterey County. Be cognizant and sensitive to the broad economic and social diversity of Monterey County. Build consensus between all interests, and exercise good judgment with tact and diplomacy.

Desirable Work Style and Personal Traits:

A high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive organizational issues. Possess a commitment to very high ethical standards and quality public services. An active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style. Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment. Able to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, legislative representatives, and the public. Be able to interact well and comfortably with individuals of diverse backgrounds, be able to approach challenges with confidence, and maintain positive, productive and ethical interaction with peers, the public, the Commission and elected officials.

Working Conditions:

Environment: Works in indoor office conditions; drives a vehicle to different locations; attends evening meetings; and works under media scrutiny.

Physical Abilities: Hearing and speaking sufficient to exchange information in person, on the telephone, and at formal presentations; vision sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction; sitting or standing for extended periods of time; uses hands to handle, feel or operate standard office equipment including personal computer; and mental capability to read and interpret data and complex written documents, perform highly detailed work under intensive deadlines and media scrutiny and apply this ability across multiple projects.

Hazards: Exposed to computer screens.

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Job Specification

SENIOR/PRINCIPAL ANALYST

Job Title:	Senior/Principal Analyst
Job Type:	At Will, Full-Time Position
Overtime Eligibility:	Exempt
Salary Range:	Senior: $104,770 - $140,400 (Annual) Principal: $124,280 - $166,525 (Annual)
Revised:	July 30, 2025

About LAFCO

The Local Agency Formation Commission of Monterey County was established by State statute in 1963 to: (1) encourage the orderly formation, growth and development of local government agencies; (2) preserve open space and prime agricultural lands; (3) discourage urban sprawl, and (4) efficiently provide local government services *(Government Code Section 56000, et seq.)*. The 11-member Commission is served by a professional staff and performs planning and regulatory functions in support of its legislative purposes.

Definition

With minimal direction, the Senior/Principal Analyst position performs complex professional analytical and administrative work in support of LAFCO's statutory activities; manages specific functions as assigned; and performs other duties as required. The position is flexibly classified as Senior level or Principal level in the LAFCO Analyst series, based on proficiency and other qualifications. The specific class level will be determined at time of hiring or advancement.

Distinguishing Characteristics

Senior Analyst: The Senior Analyst receives general direction from the Principal Analyst or LAFCO Executive Officer. This position is considered to be the advanced-journey classification of the Analyst series and may include direct or functional supervision of professional, technical and clerical personnel.

This classification differs from the Associate Analyst classification in that the Senior Analyst leads or supervises the work of subordinate staff, or has responsibility for major projects or program areas, and performs the more complex assignments.

Principal Analyst: The Principal Analyst receives general direction from the LAFCO Executive Officer. This is the full supervisory classification in the Analyst series.

The Principal Analyst is distinguished from the Senior Analyst by the supervision of professional and technical staff, and contractors and by performing the highest level of complex assignments.

Classes in this series are flexibly staffed, and incumbents may advance to the higher-level class after demonstrating proficiency and meeting the qualifications for that classification.

Examples of Duties

May include but are not limited to the following:

- Evaluates, analyzes, coordinates, prepares and presents complex background data, studies, petitions, proposals, applications, reports, resolutions and recommendations to the LAFCO Executive Officer and/or to the LAFCO Commission and Committees;
- Maintains, revises and interprets the LAFCO policies, procedures and maps;
- May plan, organize, coordinate and supervise the work of staff or consultant personnel, as assigned;
- Attends LAFCO meetings and makes public presentations;
- Works closely with public agencies, the public, media and special interest groups to form consensus on a variety of complicated subjects;
- Represents LAFCO to local, state and federal agencies and community groups while maintaining strong liaisons and open communication with agencies and administrative staff of the County, cities and special districts;
- Monitors and evaluates local agencies, their service capabilities and proposals for changes or organization or jurisdictional boundaries;
- Administers fiscal affairs in accordance with LAFCO policies and procedures, including coordination of accounts receivable, accounts payable, payroll, and purchasing;
- Prepares and monitors budgets, contracts and financial activity reports for areas of assigned responsibility, and assists in other administrative budget and financial reporting activities;
- Performs administrative/human resources functions such as coordination of recruitments, employment agreements, personnel actions, and benefits;
- Develops and implements best-practice office methods, procedures and forms;
- Performs clerical functions such as preparing and distributing public meeting materials for LAFCO Commission and Committee meetings, clerking Commission and Committee meetings, preparing meeting minutes and summaries of proceedings, preparing and finalizing resolutions, keeping records, scheduling meetings, updating calendars, website maintenance, and responding to inquiries from the public;
- Executes the terms and conditions of LAFCO documents in accordance with determinations of LAFCO;
- Assists the Executive Officer in implementing the Commission's directions, policies and procedures, and in developing, tracking and managing the annual work program;
- Actively participates in LAFCO-related organizations and other professional organizations; and
- Other duties as assigned by the Executive Officer.

Education and Experience (Typical Qualifications)

The knowledge, skills and abilities listed below may be acquired through various types of experience, education or training, typically:

Education:

Equivalent to Bachelor's or Master's degree in urban/regional planning, public administration, or a closely related field,

AND

Experience:

Senior Analyst: Four or more years of progressively responsible professional experience performing public sector planning, policy and program analysis.

Principal Analyst: Five or more years of progressively responsible professional experience performing public sector planning, policy and program analysis, including two years of first line supervisory experience or three years of lead responsibility or oversight of projects or programs are required. Professional planning experience in a California public agency is highly desirable.

License and/or Certifications

Depending on the assignment, possession of a valid California Class C driver's license may be required. American Institute of Certified Planners (AICP) certification is desirable.

Knowledge, Skills and Abilities

The position requires strong analytical, communication and interpersonal skills. The ideal candidate will possess a combination of experience, education and/or training that will substantially demonstrate the following knowledge, skills and abilities:

Knowledge of:

Principles and practices of LAFCO. Applicable state and local laws, policies and regulations relating to LAFCO, with special emphasis on the Cortese-Knox-Hertzberg Local Government Reorganization Act, the California Environmental Quality Act, local planning and land use laws and their applicability to LAFCO. Principles and practices of ethics, accountability and transparency in local government. Statistical and research methods and techniques. Principles and practices of budgets, financial analysis and reporting. Principles and practices of effective training, supervision and performance management. Principles and practices used in project management and public sector contract management.

Skills and Abilities to:

Interpret, analyze and effectively communicate complex technical and policy information. Demonstrate excellent oral and written communication skills, and excellent customer service skills. Prepare and present clear, thorough written and oral reports. Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, reports, studies and technical papers. Implement administrative functions such as accounts receivable, accounts payable, payroll, and purchasing. Completes human resources tasks related to recruitments, hiring, personnel forms, and benefits enrollment. Perform clerical tasks such preparation and distribution of public meeting materials, clerking Commission meetings, preparing meeting minutes, record keeping, meeting scheduling, and responding to inquiries from the public. Perform a variety of the most complex public

planning, research information development and report preparation assignments. Demonstrate the technical competence and ability to meet assigned timelines for multiple tasks. Interpret, apply and explain laws, rules, policies and procedures governing LAFCO issues and actions. Work with and provide timely and relevant information and clear recommendations to the LAFCO Executive Officer. Build trust, credibility and confidence in the work of LAFCO throughout all of Monterey County. Be cognizant and sensitive to the broad economic and social diversity of Monterey County. Build consensus between all interests, and exercise good judgment with tact and diplomacy.

Desirable Work Style and Personal Traits:

A high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive organizational issues. Possess a commitment to very high ethical standards and quality public services. An active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style. Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment. Able to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, legislative representatives, and the public. Be able to interact well and comfortably with individuals of diverse backgrounds, be able to approach challenges with confidence, and maintain positive, productive and ethical interaction with peers, the public, the Commission and elected officials.

Working Conditions:

Environment: Works in indoor office conditions; drives a vehicle to different locations; attends evening meetings; and works under media scrutiny.

Physical Abilities: Hearing and speaking sufficient to exchange information in person, on the telephone, and at formal presentations; vision sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction; sitting or standing for extended periods of time; uses hands to handle, feel or operate standard office equipment including personal computer; and mental capability to read and interpret data and complex written documents, perform highly detailed work under intensive deadlines and media scrutiny and apply this ability across multiple projects.

Hazards: Exposed to computer screens.