

**BOARD OF SUPERVISORS POLICY ANALYST****DEFINITION**

Under general direction, assists a member of the Board of Supervisors by coordinating the operations of the Supervisor's office. This position provides confidential para-professional support to members of the Board of Supervisors and performs a wide variety of liaison, coordination, constituency and administrative support work on confidential and sensitive issues. Accompanies, or may represent, the Supervisor at neighborhood, business, social and governmental functions and meetings; serves as a liaison with County departments, other governmental agencies, community organizations and citizens providing information and services; conducts research on various subjects and topics, and does other work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an at-will position that serves at the pleasure of individual members of the Board of Supervisors. A Board of Supervisors Policy Analyst is responsible for assisting a member of the Board of Supervisors in a confidential capacity by operating the office of that member and by performing constituent liaison work. An employee in this class receives from the individual Supervisor, or the Board of Supervisors Chief of Staff, a wide variety of assignments that require knowledge of community interests and governmental functions, will entail contact with community groups, officials, and individuals, and will require collecting and analyzing information about complaints, programs, or other issues pertaining to the business of the Board of Supervisors.

The Board of Supervisors Policy Analyst differs from the Board of Supervisors Chief of Staff in that the former is assigned projects of limited scope, which contribute to major projects and policy recommendations being developed by the higher-level Board of Supervisors Chief of Staff.

This class is differentiated from other classes in the nature, diversity, and scope of responsibilities originating from the work of an elected member of the Board of Supervisors, requiring knowledge of community interests and governmental functions, and the frequent use of discretion, initiative and independent judgment.

**EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Coordinates the day-to-day operations of a Supervisor's office, including scheduling the Supervisor's activities
2. Reviews and answers routine correspondence; responds to inquiries as directed by the Board of Supervisors Chief of Staff or Supervisor; refers inquiries to proper agencies or county departments for information and action
3. Participates in the selection, training and evaluation of volunteers assisting in the operation of the office
4. Sets priorities, researches, compiles and organizes information for staff and for supervisor's use in completing reports, special projects, etc; follows up on projects initiated by supervisor to assure their completion
5. Researches documents and legislation and collects data pertinent to a wide variety of community and private interests and governmental problems
6. Attends meetings, conferences, and discussions as the representative of the Supervisor's Office; makes oral and written reports to the Supervisor or Board of Supervisors Chief of Staff
7. Acts as a liaison between the Supervisor's Office, constituents and federal, state, county and other local agencies and organizations to resolve problems and respond to constituent inquiries
8. Performs clerical tasks as necessary, including typing, filing and maintaining records and accounts

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge and Skills:**

**Working knowledge of:**

1. County government organization and functions
2. Community based organizations
3. Public Relations

**Some knowledge of:**

1. State and local governmental agencies and/or special districts and related Boards and Commissions
2. Local and State legislative processes
3. Interrelationship between legislative, judicial, and executive branches of government
4. State and Federal Government and related Boards and Commissions
5. Local and regional industries and businesses and related regulatory agencies
6. Regulatory enforcement procedures
7. Constituent management

**Skill and Ability to:**

1. Collect and analyze information
2. Communicate effectively both orally and in writing
3. Prepare oral and written reports for consideration by local agency representatives
4. Establish and maintain cooperative working relationships with a wide variety of individuals from varied constituent backgrounds, private and public interest groups, local government agencies and the county work force
5. Draft press releases; draft speaking notes and speeches
6. Exercise sensitivity and confidentiality in handling delicate problems and utilize discretion in reporting attitudes of others and in communicating the statements of others
7. Advocate effectively on behalf of constituencies with public agencies or private businesses to resolve complaints
8. Conduct effective public relations
9. Perform clerical tasks
10. Participate in the supervision of volunteers

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Possess and maintain a valid California Class C Driver's License

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

One year of constituent/case work in a public or private agency that involved public relations or contact which substantially demonstrates the above knowledge and skills, or any combination of education, and experience that demonstrates the above knowledge, skills and abilities.

**CLASS HISTORY**

Class Code: 14H02  
Established Date: June 1980  
Revised Date: August 2018  
Former Title: Board of Supervisors Aide

**CLASS DATA**

Job Group: 03  
EEO Category: P  
Work Comp. Code: 8810  
Bargaining/Employee Unit: X  
FLSA: E

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Approved by:

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Director of Human Resources

10/11/18  
Date