

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** March 1, 2023

**POSITION TITLE:** **LEGISLATIVE ANALYST I/II**

**GRADE LEVEL:** M12 / M18

**SUPERVISOR TITLE:** Senior Government and Public Affairs Manager

**FLSA STATUS:**  Exempt  Non-Exempt  At-Will

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general direction, performs a variety of administrative and analytical functions in support of the government legislative and regulatory affairs division, the incumbent will also serve as a liaison between the District and state, federal and local decisionmakers, and funding agency representatives. This position will also perform a wide range of duties with a significant degree of independence and sound judgment including planning, organizing, and reporting administrative and management analyses. Assignments are typically in broad form and incumbents will develop applicable techniques on legislative, regulatory policy, and governmental issues. This position will work in collaboration with a team of analysts to support District goals and work may involve directing staff and/or consultants.

**CLASS CHARACTERISTICS**

**Legislative Analyst I**

This is an entry-level position in the Legislative Analyst class series. Initially under close supervision, the Legislative Analyst I is responsible for performing a limited or routine range of administrative and analytical functions in support of the Government and Public Affairs department. As experience is gained, assignments become more varied, difficult, and complex in scope, allowing more independent discretion and judgment as skill level increases. Strong writing skills and communication skills are desired for this position. This is an exempt classification and is represented by the Rancho California Water District Management, Professional, and Confidential Employees' Association (RCWD MPCEA) bargaining unit.

**Legislative Analyst II**

This is a journey-level position in the Legislative Analyst class series. This professional classification has the responsibility of performing a wide range of administrative functions, including complex and analytical tasks assigned to the work unit. Ability to demonstrate an increasing level of complexity and skill in judgment, communication, strategy recommendation, and presentation skills. Assignments are broad in nature and complex in scope, requiring a high degree of discretion in their execution. This is an exempt classification and is represented by the Rancho California Water District Management, Professional, and Confidential Employees' Association (RCWD MPCEA) bargaining unit.

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## Legislative Analyst I

### **EXAMPLE OF DUTIES** (Duties may include but are not limited to the following):

- ✎ Conducts business, administrative, and legislative analyses
- ✎ Reviews reports, technical documents, and studies to determine their impact on the District
- ✎ Reviews, tracks, analyzes, and interprets proposed federal, state, and local legislation, and, with the support of topic experts, discern and communicate impacts to District programs and financial operations
- ✎ Promotes the collection and dissemination of pertinent legislative and regulatory information to District partners and stakeholders, developing relationships and identifying opportunities for collaboration
- ✎ Identifies problems and recommends revisions to District programs, policies, and procedures, while adhering to office procedures including records management and ensuring compliance with the District's records retention policy
- ✎ Supports the District in pursuing external funding opportunities
- ✎ Establishes and maintains professional relationships while representing the District with lobbyists, industry groups, public bodies, member/partnering/related agency staff, stakeholders, and elected officials
- ✎ Assists with strategic and short-range planning and implementation of projects, programs, and services
- ✎ Works in coordination with a team of analysts across the district to support District objectives
- ✎ Prepares and presents reports in a clear, thoughtful, and concise manner to department managers, District management, community groups, boards, and commissions
- ✎ Facilitates and attends workshops, meetings, and trainings to obtain current information relevant to departmental activities
- ✎ Attends evening and occasional weekend meetings on a regular basis
- ✎ Attends state and federal meetings and briefings on a regular basis. This may include travel via air or car.
- ✎ Performs related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- ✎ Legislative process, steps, terminology, influence points, and related environmental laws, as well as principles and practices of legislative research and analysis
- ✎ Applicable federal and state laws, regulations, and court decisions pertaining to District operations
- ✎ English usage, including the meaning and spelling of words, rules of composition, and grammar

#### **Ability to:**

- ✎ Research, analyze, interpret, and make recommendations on environmental, legislative, and inter-governmental issues
- ✎ Ability to create and maintain good working relationships through excellent communication and teambuilding skills, including the ability to engage successfully with both internal and external contacts and the public
- ✎ Ability to be responsive to internal and external requests for information

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- ✎ Strong communication skills, both verbal and written, including the ability to prepare and deliver clear and concise reports and presentations
- ✎ Communicate, both verbal and written, with the ability to prepare and deliver clear and concise reports
- ✎ Analyze and demonstrate critical thinking skills; gather, organize, analyze, and present data to appropriate sources
- ✎ Display discretion and good judgment in the execution of duties
- ✎ Operate standard office equipment, a computer and a variety of software, and audio-visual equipment
- ✎ Learn the organization, policies, procedures, and operating details of the District

### **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a combination of experience and training. A typical example is:

**Experience:** A minimum of one (1) year of progressively responsible experience performing complex analysis and research in support of a legislative or environmental/regulatory compliance program. Experience in water and wastewater compliance in a public utility is desirable.

**Training:** Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in business, public administration, communication, environmental, or earth sciences, engineering, or related field.

### **License and Certificates:**

- ✎ California Class C Driver's License

*In addition to the qualifications for **Legislative Analyst I:***

### **Legislative Analyst II**





**EXAMPLE OF DUTIES** (Duties may include but are not limited to the following):

- ✎ Conducts complex business, administrative, and legislative analyses
- ✎ Assists in budget preparation and administration by preparing cost estimates submitting justifications for budget items, and monitors and controls expenditures
- ✎ Assists in the development, implementation, communication, and evaluation of programs, projects, systems, and procedures to achieve District goals
- ✎ Creates comprehensive statistical reports and summaries which identify alternatives and opportunities for the District in relation to federal, state, and local government regulation and oversight
- ✎ Effectively represents the District at external events, meetings, and briefings, demonstrating expertise in industry operations and the ability to build partnerships and coalitions
- ✎ Supports continuous improvement and evaluates the correlation between the District's strategic initiatives, related key performance indices, and the applicable support processes that affect them
- ✎ Performs related duties as assigned







# RANCHO CALIFORNIA WATER DISTRICT POSITION DESCRIPTION

## **QUALIFICATIONS**

### **Knowledge of:**

-  District water quality and water/wastewater operations, practices, and procedures
-  Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and District staff
-  Resources available to members of the communities served
-  Management of group dynamics and meeting facilitation techniques and methods

### **Ability to:**

-  Research, analyze, interpret, and make recommendations on environmental, legislative, and inter-governmental issues
-  Demonstrate use of discretion and judgment in the execution of duties
-  Handle demanding deadlines and changing priorities
-  Analyze and demonstrate critical thinking skills; gather, organize, analyze, and present data to appropriate groups, stakeholders, and government partners
-  Proactively identify and address issues of emerging importance and share recommendations for District engagement
-  Demonstrate a level of expertise in communicating technical and complex issues to groups, organizations, and stakeholders with a varying degree of understanding of the issue and the water/wastewater industry

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a combination of experience and training. A typical example is:

**Experience:** A minimum of three (3) years of progressively responsible experience performing complex analysis and research in support of a legislative or environmental/regulatory compliance program, or two (2) years of experience as a Legislative Analyst I



**Training:** Equivalent to the completion of a bachelor's degree from an accredited college or university with major coursework in business, public administration, communication, environmental, or earth sciences, engineering, or related field

### **License and Certificates:**








-  California Class C Driver's License

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**


The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group settings
-  Regularly use a telephone, radio, and email for communication

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-  Frequently use office equipment such as a personal computer, copier, and fax machine
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Hearing and vision within normal ranges with or without correction
-  Carry, push, pull, reach, and lift materials and objects up to 25 lbs.
-  Travel as requested by automobile or airplane as needed in conducting District business
-  Sufficient manual dexterity to operate equipment
-  Regular attendance

**OTHER REQUIREMENTS**

-  This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Supervisor/Manager Signature</p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Date</p>