



ORANGE COUNTY

Department of Human Resource Services
 333 W. Santa Ana Blvd,
 Santa Ana, CA 92701
 HRS@ocgov.com

<http://www.ocgov.com/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:

Senior Legislative Analyst

SALARY

\$35.47 - \$63.04 Hourly \$2,837.60 - \$5,043.20 Biweekly \$6,148.13 - \$10,926.93 Monthly
 \$73,777.60 - \$131,123.20 Annually

ISSUE DATE: 03/07/13

FINAL FILING DATE: 03/18/13

THE POSITION



Senior Legislative Analyst

This recruitment is open to the public.

THE FINAL FILING DATE FOR APPLICATIONS HAS BEEN EXTENDED AND APPLICATIONS ARE NOW BEING ACCEPTED:

On behalf of the County Executive Office (CEO), Human Resource Services will accept online applications beginning Thursday, March 7, 2013. Qualified applicants are encouraged to apply immediately as the recruitment will close on Monday, March 18, 2013 at 11:59 p.m. (PST).

RECRUITMENT INFORMATION

This recruitment is being held to establish an Open Eligible List to fill a current vacancy in the County Executive Office (CEO) / Legislative Affairs Unit. This list may also be used to fill County of Orange vacancies in this class for this specialty until the next recruitment.

ARE YOU?

- An excellent communicator?
- Experienced at analyzing and preparing reports for legislative items?
- Willing to roll-up your sleeves to define issues, collect data, and establish facts in order to make strategic recommendations?
- Detail-oriented and well organized?
- A good listener?
- An experienced spokesperson with the community and various agencies and/or organizations?
- Good at building partnerships through collaboration and team building?

THE COUNTY - The place to Work, Live and Play

Orange County, as the second largest county in California, is a desirable place to live and is one of the premier employers in the region. At the County, you will find variety, individual opportunity, job satisfaction, and the pleasure of working with colleagues who are dedicated to making a positive difference. Over the years, Orange County has established a reputation as an innovative leader among local governments and services over 3,000,000 people who live within its 34 cities. Residents enjoy over 42 miles of pristine beaches, three harbors, vast wilderness parks, beautiful nature preserves, and 250 miles of riding and hiking trails. Orange County has top rated attractions from Disneyland to several major professional sports teams, a wide range of cultural arts as well as some of the highest quality public and private schools in the nation. There is no doubt that Orange County is a great place to work, live, and play.

THE ORGANIZATION AND THE COUNTY EXECUTIVE OFFICE

The County of Orange recognizes the need to protect its interests in Sacramento and Washington, DC. To be effective in this mission, the County of Orange has the Board of Supervisors, the County Executive Office, Legislative Affairs Program (CEO/LA), the County's State and Federal Advocates, State and Local Associations, and County Staff collaborating on issues. By direction of the Board of Supervisors, CEO/LA prepares the County's Legislative Platform annually, which includes legislative priorities and policy statements and proposed legislation that benefits the County; and, reviews and analyzes bill proposals.

CEO/LA serves as an independent legislative analyst for the Board of Supervisors. Their responsibility is to serve the Board of Supervisors in an advisory role regarding how to represent the County's interest in Sacramento and Washington, DC. CEO/LA staff serves under the policy direction of the Board, but reports to the County's CEO.

THE OPPORTUNITY

The County of Orange, County Executive Office (CEO), Legislative Affairs Unit has a challenging opportunity for a proactive, results-oriented manager with substantial general government, legislative, public affairs or inter-agency coordination experience. As a member of the CEO Legislative Affairs Unit, you will play a vital role in ensuring that the County is proactive and informed of pending legislation; provide comprehensive and timely analysis of pertinent legislation; and interact with and develop internal and external partnerships.

THE POSITION

The Senior Legislative Analyst will provide County department coordination by acting as the communication liaison between County departments and Orange County Legislative Advocates. Responsibilities may include:

- Making recommendations based on quality research and analysis to the County Legislative Affairs Manager, CEO and Board of Supervisors on legislative issues
- Conducting State Budget analysis in coordination with various internal stakeholders including, but not limited to, CEO/Finance and Budget Division and County Departments
- Monitoring the Joint Budget Conference Committee and legislative activity during the budget process
- Preparing and communicating/presenting informational reports that provide in-depth analysis on a variety of legislative issues to the CEO and Board of Supervisors
- Maintaining central contracts, internal tracking reports, and meeting coordination
- Building effective partnerships within and outside of the organization
- Performing other services to the CEO and Board of Supervisors as determined by need

THE IDEAL CANDIDATE

The most competitive and ideal candidate will have substantial experience and education related to State and Federal Legislative processes; analyzing legislation and budget proposals while considering potential impact on the programs and resources in an organization; recognizing and acting upon opportunities to build strong partnerships; consistently demonstrating strategic thinking and being politically astute when communicating legislative matters both orally and in writing. The ideal candidate will specifically possess a bachelor's degree in the area of American Studies, Business Administration, Communications, English, History, Political Science, Psychology, Public Administration, Sociology, or other related area of study. More specifically, the successful candidate will demonstrate substantial experience and education as it relates to the competencies as described below.

TECHNICAL EXPERTISE

- Understanding and knowledge of State and Federal legislative processes
- Researching and analyzing State and Federal legislation

- Analyzing County and State budget proposals and policy issues in order to develop options and recommendations that potentially impact organizational programs and resources
- Writing multiple organizational documents such as legislative bulletins, communiques, white papers, etc. with competing deadlines
- Familiarity with County, State, and Federal budget terms and processes
- Keeping up with and monitoring legislative trends
- Rapidly analyzing new information and evaluating how it can best support the organization in its business objectives
- Being politically astute in legislative affairs related matters

COMMUNICATION

- Serving as a liaison and spokesperson by interfacing with the community and various agencies
- Presenting ideas and complex information, both in oral and written communication, in a clear, concise, and logical manner that demonstrates adaptability in style to a particular audience
- Preparing written communication to accurately convey both substance and intent
- Promoting open, information sharing within and outside the organization
- Building consensus among diverse groups for the purpose of meeting business objectives
- Listening effectively to others
- Communicating effectively in writing to develop organizational documents such as legislative bulletins, communiques on how state budget-related items may impact the organization, and legislative-related white papers
- Readily and routinely sharing technical knowledge with others and possessing the mental stamina to interact effectively with stakeholders and others both within and outside of the organization, including in a legal setting
- Adept in simultaneously acquiring a good understanding of a multitude of organizational programs
- Familiarity with presenting legislative items before a Board in a public setting or hearing
- Familiarity with testifying in front of the state legislature

LEADERSHIP

- Building partnerships through consensus, collaboration, and teamwork within an organization where change is frequent and the demand for solutions is high
- Leading confidently by taking ownership for decisions and actions on projects or assigned tasks
- Developing innovative/effective solutions for complex issues
- Ability to act in the stead of a Director of Legislative Affairs or of someone with an equivalent status within an organization
- Embracing change and a willingness in taking on new responsibilities or direction

STRATEGIC THINKING

- Integrating new ideas and contemporary approaches
- Gathering, analyzing and applying information skillfully
- Defining problems, collecting data, establishing facts, and drawing valid conclusions
- Analyzing legislation and budget proposals while considering potential impact on organizational programs and resources

- Contributing to business/programmatic planning that identifies efficiencies or improvements within an organization
- Measuring legislative progress in relation to long-term business plans on a continuous basis and making strategic recommendations as deemed necessary

MINIMUM QUALIFICATIONS

The official job title for this position is Administrative Manager II. Please click [here](#) here to read the minimum qualifications for an Administrative Manager II.

PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS

The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities, which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed for any questions or to request an accommodation during the testing/selection process.

Physical Characteristics: Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone, in a public forum, and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write, and drive a vehicle.

Mental Requirements: Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and react appropriately while staying focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Environmental Conditions: Ability to work in an office environment and work with changing priorities, deadlines, and multiple assignments concurrently.

BACKGROUND VERIFICATION

A background check consisting of employment history, professional references, criminal check, and educational verification (i.e., degree, license, and/or official transcript) will be conducted. All applicants will be required to pass the background check to the satisfaction of the Department.

Foreign degrees require an evaluation for U.S. equivalency by an agency that is a member of the National Association of Credentials Evaluation Services (NACES).

Education information provided is subject to verification. Individuals hired by the County of Orange through this recruitment may be required to provide an official copy of diploma, college transcripts or official evaluation of foreign degree for U.S. equivalency within two weeks following the employment start date.

HOW TO APPLY

- This recruitment is open to the public. Beginning on Thursday, March 7, 2013, you will be able to submit your application packet which includes your responses to required supplemental questions. At that time, you will be able to apply on-line by clicking the "Apply" link at the top of this announcement. Only on-line applications are being accepted for this recruitment. Resumes will not be accepted in lieu of applications. The application deadline for this recruitment will be 11:59 p.m. on Monday, March 18, 2013.
- Email is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and use only one email account.
- Respond to the supplemental questions to demonstrate your qualifications for this recruitment. Applicants are required to answer the supplemental questions in addition to completing the on-line application. **Applications submitted without completed supplemental information will be disqualified from further consideration.**
- You are required to provide full and complete responses to the supplemental questions. Please provide succinct, concise, descriptive and detailed information for each question. **Note: Responses of "See Resume" or copy and paste of work experience are not a qualifying response.** Resumes will not be accepted in lieu of completing these questions. If you have no experience, write "no experience" for the appropriate question.
- Your application should highlight all of the areas in which you have developed expertise, matching your professional and educational experiences with the specific qualifications listed above.
- To start the application process, click on the **"Apply"** link above. **The "Apply" link will activate on Thursday, March 7, 2013.**

Human Resources | Minimum Qualifications

Human Resource Services will screen application materials to identify the candidates who represent the expertise most needed for the position. After the screening, qualified candidates will be referred to the next step in the recruitment process and be notified of all further procedures applicable to their status in the competition. All notifications regarding this recruitment will be sent via e-mail.

SELECTION PROCEDURES

Applications must emphasize all the areas in which the applicant has expertise and accomplishments in the specific competencies related to the position, as applications will be

screened to identify the most qualified candidates.

Application Appraisal Panel | Application Rating (Refer/Non-Refer)

An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen all application materials and rate for job knowledge, competencies and related experience described above. The more qualified candidates will be referred to the next step. *(The information you provide will be used as a scoring device, so please be descriptive in your response. "See Resume" is not a qualifying response and will not be scored in lieu of the required information.)*

Qualifications Appraisal Panel | Oral Interview (Weighted 100%)

Candidates will be interviewed and rated by a qualifications appraisal panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidates' qualifications for the job. Only the most successful candidates will be placed on the eligible list. A written exercise may also be administered the day of interviews for all qualified candidates who are invited to interview, which will be used to assess their writing abilities.

Based on the Department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

ELIGIBLE LIST

After all the test procedures have been completed, Human Resource Services will establish an eligible list of qualified candidates and all applicants will be notified of their status.

Questions?

For specific information pertaining to this recruitment, please contact **Margaret Briggs** at margaret.briggs@ocgov.com.

FREQUENTLY ASKED QUESTIONS

Click [here](#) for Frequently Asked Questions.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND
FILED ONLINE AT:

<http://www.ocgov.com/jobs>

OR

333 W. Santa Ana Blvd,

EXAM #8012MA-0313-017(O)-B
SENIOR LEGISLATIVE ANALYST

MB

Santa Ana, CA 92701

Senior Legislative Analyst Supplemental Questionnaire

- * 1. Specifically describe how your education, work experience and/or training have prepared you for the position of Senior Legislative Analyst. Please include experience you have in researching, analyzing, drawing conclusions and making recommendations on State and Federal Legislation. The following text box is specifically intended for your response, so please do not paste your resume in this area. (Your response will be used to evaluate your writing ability.) If you have no experience in an area, write "NONE" for your response.

- * 2. Please provide two examples where you have prepared a complex legislative-related report or written analysis and orally communicated your report or analysis to the community and/or various governmental agencies. Please be sure to specify the event dates for each example you provide. If you have no experience in an area, write "NONE" for your response.

- * 3. Please provide at least one example of when you built a partnership which led to a resolution of a complex issue. If you have no experience in an area, write "NONE" for your response.

- * 4. Please provide at least one example of when you gathered and analyzed information to define a legislative issue and then formed both a conclusion and recommendation, which resulted in an improvement and/or organizational efficiency. If you have no experience in an area, write "NONE" for your response.

- * Required Question