

Legislative Analyst I/II

DEFINITION

Under general direction, performs responsible and complex professional and analytical work on a variety of government affairs, legislative, policy, regulatory and related activities with District-wide impact; performs complex analysis; research, monitors, and provides sound professional recommendations regarding legislation and regulations; coordinates and interacts with stakeholders, District staff, and elected officials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May provide direction to interns on routine work functions.

CLASS CHARACTERISTICS

Legislative Analyst I: This is an entry-level classification in the Legislative Analyst series. Initially under close supervision, the Legislative Analyst I is responsible for performing a limited or routine range of administrative and analytical functions supporting the Government Relations 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, sound judgment, and communication skills are desired.

Legislative Analyst II: This is a fully qualified journey-level classification in the Legislative Analyst series. This professional classification is responsible for performing a wide range of administrative and complex analytical functions supporting the Government Relations department. The incumbent should demonstrate an increasing level of complexity 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Legislative Analyst I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts research and complex analysis on business, administrative, regulatory, and legislative matters affecting the District, including policy issues with significant implications.
- Monitors, tracks, analyzes, and interprets proposed and anticipated local, state, and federal legislation, regulations, and rulemaking; assesses legal, operational, and financial impacts in collaboration with subject matter experts.
- Reviews reports, studies, technical documents, and Board or local agency agendas to identify potential impacts; prepares summaries, evidence-based reports, comment letters, position papers, and recommendations.
- Attends and/or monitors meetings, hearings, and conferences (in person and virtually) to stay informed on legislative and regulatory trends, developments and information affecting the District.

- Assists in the development of legislative strategies and priorities; proactively identifies opportunities, threats, and policy gaps.
- Provides expert guidance to District leadership on legislative trends, priorities, and regulatory developments.
- Collects, analyzes, and interprets data and statistics to identify trends, evaluate impacts, and support strategic decision-making. Identifies policy or operational challenges and recommends revisions to programs, policies, and procedures to ensure compliance and efficiency.
- Leads cross-departmental legislative projects to ensure alignment with strategic plans and operational priorities; evaluates policy outcomes and recommends improvements.
- Builds and maintains professional relationships with legislators, regulatory agencies, coalitions, advocacy groups, industry partners, and peer agencies to advance District objectives.
- Represents the District in legislative coalitions, working groups, advisory panels, and industry-specific committees at the regional, state, and national level. Participates in community engagement efforts and frequently attends meetings, briefings, hearings, and conferences—including evenings or weekends—with occasional travel required.
- Prepares and delivers Board letters, presentations, testimony, and policy briefings tailored to senior leadership, elected officials, stakeholders, and the public.
- Coordinates and oversees the drafting of public testimony, position statements, formal comments, and policy communications to ensure accuracy, strategic alignment, and consistent messaging.
- Communicates legislative and regulatory updates internally and externally through reports, briefings, and stakeholder outreach.
- Provides public comments and testimony when needed.
- Maintains systems for tracking legislation, monitoring impacts, and reporting outcomes to leadership and stakeholders.
- Prepares and maintains clear reports, records, lists, analyses and other necessary items.
- Participates in workshops, industry committees, professional development events and other events that provide learning opportunities.
- Provides summaries, follow up items and key takeaways from meetings, hearings, conferences and events attended.
- Collaborate with internal teams to advance District-wide legislative initiatives and funding pursuits.
- Identifies and pursues legislative and grant funding opportunities in coordination with District staff; assists with any stakeholder relationships and action items needed to receive funding.
- Mentors interns and leads internal capacity-building efforts related to legislative and policy functions.
- Organizes work independently, sets priorities, meets deadlines, and follows through on assignments.
- Performs other related duties as assigned.

QUALIFICATIONS

Positions at the Legislative Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.

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.
- Principles and practices of standard business software and specialized database and spreadsheet applications.
- 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:

- Learn and understand District water quality and water/wastewater operations, practices, procedures, and trends.
- Research, analyze, interpret, and make recommendations on environmental, legislative, and inter-governmental issues.
- Author persuasive comment letters, speaking points, and other written materials.
- 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.
- Understand and follow written and oral instructions.
- Be responsive to internal and external requests for information.
- Communicate, both verbally and in writing, with the ability to prepare and deliver clear and concise reports and presentations.
- 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.
- Analyze problems, evaluate alternatives and make sound and appropriate recommendations.
- Demonstrate discretion and judgment when executing duties.
- Handle demanding deadlines and changing priorities.
- 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of a bachelor's degree from an accredited college or university with major coursework in political science, business, public administration, communications, environmental, or earth sciences, engineering, or related field.

Experience:

Legislative Analyst I

- At least one (1) year of professional experience in one or more of the following areas: analyzing legislation; working directly with a legislative office or policy committee; or developing and managing campaigns or communications in the private and public sectors.

Legislative Analyst II

- A minimum of three (3) years of progressively responsible professional experience conducting increasingly complex analysis and research in support of legislative or regulatory compliance programs; experience working with legislative offices, policy committees, or in private and public sector campaigns and communications; or two (2) years of experience as a Legislative Analyst.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with Authority staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.