

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COUNCIL POLICY ANALYST

CITY COUNCIL APPROVAL:

JOB CODE:

0633

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEO

FLSA STATUS:

EXEMPT

EEOC CODE:

PROFESSIONALS

JOB SUMMARY

Under general direction, provides professional and analytical assistance to the City Council including policy analysis and formulation, researching and responding to inquiries from residents, drafting written communications involving strategy and procedures on behalf of elected officials, and serves as a representative of the elected officials regarding certain functions.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Manager / Assistant City Manager

DISTINGUISHING CHARACTERISTICS

This is a journey level classification responsible for providing policy analysis and recommendations on matters of concern to the City Council. This position differs from Administrative Analyst in that the Administrative Analyst is a generalist classification supporting a specific City department, division, or section.

EXAMPLES OF ESSENTIAL DUTIES:

- Works with the City Council to manage projects, track priorities, goals and progress
- Analyzes and reviews current and proposed Council policy and legislation as requested by the City Council or as assigned by the City Manager
- Briefs and prepares Councilmembers for Council meetings, press events, and community meetings; prepares talking points for Councilmembers and attends meetings or events
- Responds to a variety of citizen inquiries or complaints and coordinates with Councilmembers and City staff to respond in a consistent and timely manner
- Provides communication support such as drafting correspondence, memoranda or reports for routine to complex matters related to neighborhood or community concerns, pending issues before the City Council; state or federal legislation; or other matters
- Studies public policy issues and urban problems and works with citizens, public officials and others to assist Council to develop solutions; provides analysis of the problem, prepares and recommends alternative course of action with supporting argument for or against, and drafts legislation for consideration by the City Council

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- Prepares written memoranda and reports which articulate the Council's proposals, priorities, and position on matters pending before the City Council
- Ensures that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations
- Coordinates activities with the Office of the City Clerk and other departments who provide regular assistance to the Council, in support of Council initiatives
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public administration
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required.
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of public administration
- Public policy issues and development
- The operations and organization of municipal government, including city governmental structure and legislative processes
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Current economic, social and political trends and operating problems of municipal government
- Research and reporting methods, techniques and procedures
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations
- Modern office procedures, methods, computer equipment, and computer applications
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for effectively representing the City Council in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public

Ability to:

- Perform responsible and difficult administrative work with accuracy, speed and initiative
- Collect, synthesize and analyze a wide variety of information
- Analyze and interpret pending legislation and make sound policy recommendations

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- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations
- Evaluate and present verbal and written conclusions on a wide variety of public policy issues
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Assemble, organize and present technical, factual, and statistical information and data succinctly in an interesting and effective manner
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Establish, maintain and foster effective working relationships with City and government officials, staff, community leaders, residents, and the general public
- Respond to inquiries, complaints, and requests for information in a fair, tactful, and timely manner
- Communicate effectively, both orally and in writing, with a wide spectrum of people and organizations

Education: Bachelor's degree from an accredited college or university in public administration, political science, other related field. Master's degree in public administration is desirable.

Experience: Four (4) years' professional-level management analyst experience within a municipality (preferred) or other public sector agency.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a

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writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions. May require walking on uneven ground and working around machinery, equipment, fumes, dirt and gas.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. December, 2021

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