

City of San Jose

EXECUTIVE ANALYST II (U) (1636)
EXECUTIVE ANALYST II (U) (Part Time) (1637)

CLASS PURPOSE

Under direction, performs professional level administrative and analytic work of considerable difficulty in executing programs and projects in legislative coordination and related areas. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops information in conjunction with the City's legislative representatives on potential legislative actions.

Reviews bills introduced at state and federal levels to identify those which may impact the City.

Analyzes significant pending legislation, determines need for input from departments, and coordinates completed analyses.

Researches City policy to determine consistency of economic and legislative actions with established City goals, objectives, priorities and policy guidelines.

Coordinates recommendation for formal City position and City Council action on significant pending legislation.

Identifies and details City policy on assigned issues.

Gathers, organizes and evaluates data relating to grant programs and other federal and state programs which may affect San Jose, and may coordinate proposal preparation, implementation plans and monitoring system with operating departments.

Prepares a variety of reports, explains and defines report recommendations and conclusions.

Coordinates development and preparation of City-sponsored state or federal legislation.

Coordinates preparation and submission of City-sponsored resolutions to League of California Cities and National League of Cities, and reviews League-proposed resolutions to recommend City position when appropriate.

Administers contracts for legislative information and services.

Develops and monitors departmental budget.

May use automated networks to obtain information and disseminate selected information

to departments and City Council.

EXECUTIVE ASSISTANT II (U)(1636) Continued
EXECUTIVE ASSISTANT II (U) (P/T) (1637)

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DISTINGUISHING CHARACTERISTICS

An incumbent of this class reports to the City Manager or designee and performs administrative and analytic functions involving sensitive issues as well as broad knowledge of the City. This class differs from other generalized staff functions in the City Service in that an incumbent of this class conducts complex assignments for the City Manager. This class differs from that of Executive Assistant I (U) in that incumbents of the latter class perform, under general supervision, administrative work of moderate difficulty.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of modern principles of organization, administration and management.
Knowledge of report writing techniques and the principles of editing.
Knowledge of city government functions and problems, and of general legislative processes.
Knowledge of financial management, preferably including governmental financing.
Ability to collect, compile, analyze and interpret data.
Ability to understand, interpret and apply instructions, rules and regulations.
Ability to establish and maintain effective working relationships with others.
Ability to express oneself clearly and concisely, both orally and in writing, and to edit written materials.

Competency Knowledges, Skills and Abilities

Knowledge of state and federal legislative processes and the local government arena.
Ability to gather and array, process and analyze data concerning a variety of problems.
Ability to conceive and effectively propose or suggest solutions to budgetary, organizational and other related problems.
Ability to prepare studies and reports concerning complex matters and situations.

Training And Experience

Any combination of training and experience equivalent to successful completion of a Baccalaureate Degree from an accredited college or university in business or public administration or a closely related field; and two (2) years of increasingly responsible professional staff analytic or administrative experience at the level of Analyst I with the City of San Jose.

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