



**SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS**

invites applications for the position of:

Legislative Analyst III

SALARY: \$39.48 - \$51.32 Hourly
\$82,118.40 - \$106,745.60 Annually

OPENING DATE: 08/20/18

CLOSING DATE: 09/21/18 05:00 PM

DESCRIPTION:

Southern California Association of Governments (SCAG) is seeking an experienced Legislation Analyst with excellent writing and communication skills to assist the Legislation Department with advancing SCAG's policy interests and planning priorities through regional, statewide, and national engagement and advocacy. Under general direction of the Manager of Legislation, the Legislation Analyst III will navigate high-level policy discussions and communicate emerging issues to SCAG's staff and Regional Council. This role will assess the impact of proposed legislation and work with the Manager to coordinate a response to all applicable legislative proposals. This role requires a legislative expert who can navigate complex political environments to increase the visibility of SCAG's legislative efforts. This role requires an understanding of transportation, housing, and air quality legislation and policy and an ability to communicate how those issues will affect the SCAG region.

OUR LOCATION

SCAG headquarters is located in the hub of busy downtown Los Angeles, at Figueroa and 7th streets. In early 2018, SCAG relocated to the 900 Wilshire Building, a new, multi-use hotel and office complex that features state of the art architecture and technology and LEED Gold Certification. The downtown location is vibrant and exciting with LA Live, new restaurants, music, sports, shopping, libraries, museums, theaters and residential opportunities. SCAG is in a culturally diverse area near excellent public transit access and Koreatown, Little Tokyo, Chinatown, Olvera Street and Grand Central Market. Southern California boasts near-perfect weather and close proximity to mountains, beaches and deserts, which encourages physical fitness and year-round activities.

The office is located across the street from the 7th Street/ Metro Center Station and is easily accessible by LA Metro's Blue, Expo, Purple, and Red lines, commuter trains, and bus service. Metro light rail and the subway connect downtown LA to Hollywood, Universal City, Santa Monica, Pasadena, Azusa, Long Beach and many vibrant and up-and-coming neighborhoods.

WHO WE ARE

Founded in 1965, the Southern California Association of Governments (SCAG) is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address important regional issues. Under federal law, SCAG is designated as a Metropolitan Planning Organization (MPO) and under state law as a Regional Transportation Planning Agency and a Council of Governments. SCAG leads discussions and decisions that impact complex mobility issues facing this large and economically important region. From transportation systems to land use policies to air quality and public health impacts, SCAG plays a vital role in shaping Southern California's future.

The SCAG region encompasses six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura) and 191 cities in an area covering more than 38,000 square miles. This

large area encompasses urban centers and natural expanses, centers of industry, entertainment and agriculture, beaches, mountains and deserts. The agency develops long-range regional transportation plans including sustainable communities' strategy and growth forecast components, regional transportation improvement programs, regional housing needs assessments and a portion of the South Coast Air Quality management plans. SCAG's governing body, the Regional Council, consists of 86 members who are elected officials from across Southern California.

WHAT WE BELIEVE

MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

VISION

Southern California's Catalyst for a Brighter Future.

SCAG CORE VALUES

- **Be Open:** Be accessible, candid, collaborative and transparent in the work we do.
- **Lead by Example:** Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.
- **Make an Impact:** In all endeavors, effect positive and sustained outcomes that make our region thrive.
- **Be Courageous:** Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and monitor policies, actions, regulations, and pending legislation that affect SCAG, other transportation agencies, housing development, and air quality.
- Prepare reports, critiques, or summaries of assigned legislation for department managers and SCAG committees.
- Work with program staff to create bill analyses and develop recommended agency positions on assigned legislation.
- Maintain positive relations with SCAG colleagues, elected officials, SCAG's members and partners, through attendance at external meetings, individual meetings, phone calls, and correspondences.
- Serve as a liaison between SCAG and the State Legislature, U.S. Congress, administrative agencies at both the state and federal levels, and other governmental entities on legislative matters.
- Participate in the content creation as well as prepare the annual legislative platform for adoption by the Legislation/Communications & Membership Committee and Regional Council, including soliciting input from internal program staff, external SCAG partners and Regional Council members.
- Draft ideas for sponsor bills and amendments to pending legislation. Work with appropriate programmatic and legal staff to avoid conflicts and redundancies with existing law.
- Compose testimony for executive management and/or Regional Council members for legislative committee hearings and/or regulatory bodies, and/or testify before legislative committee hearings and/or regulatory bodies on behalf of SCAG.
- Summarize, communicate, and present technical information to individual legislators, legislative staff, and advocacy organizations.
- Present briefings to SCAG departments on all significant legislative developments, including compromises or alternatives proposed by legislators and/or their staffs.
- Work on special projects as assigned.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Five years of experience in Legislative Analysis. Federal legislative experience is preferred.

EDUCATION: A Bachelor's degree from an accredited college or university with major coursework in political science, public administration, communications, law, or a related field.

WHO YOU ARE:

The ideal candidate will possess first-rate personal, political, analytical, communication and government relations skills, and demonstrated ability to establish and maintain trusting and collaborative working relationships with those contacted in the course of work including government officials, community groups, the business community, the general public and media representatives. He/she will be an excellent communicator, both orally and written, and have the ability to prepare and present on various legislative and policy matters. The successful candidate will be attentive to the perspectives of various internal and external stakeholders, and be adaptable and reliable when faced with conflicting and changing priorities. The ideal candidate will have knowledge of current social, political and economic trends, operational challenges facing regional government. He/she will have the ability to direct and conduct complex research studies and develop policy recommendations and to prepare comprehensive and accurate reports of various types and complexities.

Knowledge of: State and federal legislative organization, operations, processes and procedures; legislative tracking tools; legislative publications; principles and procedures of legislative record keeping; public relations and community affairs; organizational and management practices as applied to the analysis, evaluation, development, and implementation of legislative programs, policies and procedures; research and reporting methods, techniques, and procedures; principles and ethics of legislative advocacy; trends in transportation, housing or environmental issues; applicable laws, policies and functions associated with SCAG or related Metropolitan Planning Organizations and the political sub-divisions and issues in the SCAG region; trends in transportation, housing or environmental issues; state and federal legislative processes and procedures; local, regional, state, and federal public policies related to transportation, housing, land use and environmental issues, techniques and procedures; sources of information related to a broad range of outreach and communications programs and services; principles and ethics of legislative advocacy.

Ability to: Research, analyze, and evaluate legislative and regulatory proposals, policies, and procedures; prepare clear and concise correspondence and reports on a variety of issues; conduct research on a wide variety of legislative and regulatory topics; effectively administer a variety of departmental programs and administrative activities; plan, organize, and carry out assignments from management staff with minimal supervision and direction; interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly, orally and in writing; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

Important Applicant Information: SCAG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SCAG complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SCAG expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SCAG's employees to perform their job duties may result in discipline up to and including termination.

SCAG RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.scag.ca.gov>

Position #00157
LEGISLATIVE ANALYST III
NA

900 Wilshire Blvd., 17th Floor
Los Angeles, CA 90017
213-236-1800
213-236-1800

katz@scag.ca.gov

Legislative Analyst III Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of education?
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
 - None of the above
 - * 2. How many years of experience do you have in professional legislative/policy role?
 - No experience
 - Less than 3 years
 - 3 to less than 5 years
 - 5 years or more experience
 - * 3. How many years of experience do you have working with federal legislation?
 - No experience
 - Less than 3 years
 - 3 to less than 5 years
 - 5 years or more experience
 - * 4. How many years of professional experience do you have working with elected officials?
 - No experience
 - Less than 3 years
 - 3 to less than 5 years
 - 5 years or more experience
 - * 5. Please describe your general experience working within the legislative process to educate decision-makers about legislation or policy issues. If you have no experience, please indicate N/A.
 - * 6. Please describe your experience in evaluating a specific legislative or policy initiative, developing a position on the same, and communicating or advocating for that position. Please include a description of the desired goal and ultimate outcome achieved. If you have no experience, please indicate N/A.
- * Required Question