

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000715
Grade 28**

LEGISLATIVE ANALYST III*

DEFINITION OF CLASS:

This is full performance professional staff work which involves performing and coordinating research, analytical, and administrative duties to facilitate the work of the County Council, Council committees and Council appointed committees and task forces. Personal contacts are with members of the County Council, Council staff, officials of Montgomery County Government and other County funded agencies, members of boards, commissions and task forces, and the public. The purpose of these contacts is to formulate, present, discuss, or negotiate courses of action, recommendations or decisions related to legislation, fiscal matters, and planning in areas of County-wide importance. Limited one-to-one assistance is provided directly to the public.

An employee in this class is assigned to several major program and budget areas (e.g., operating and CIP budget for County Government Departments, Spending Affordability guidelines process, Council appointments process). Work includes reviewing and analyzing major legislative/budget programs and policies; identifying issues; recommending solutions; monitoring activities and problems; writing reports; making oral presentations; coordinating committee and task force work programs and agendas; attending meetings; conducting and monitoring follow-up actions; and writing correspondence. Assignments require ability to conduct independent research and investigation; collect and analyze data from a policy/legislative perspective; and present and defend analysis and conclusions in the public context of County Council sessions and committee meetings. The employee is also assigned to staff and/or represent Council at Council-appointed committees, commissions, and task forces. The employee reports to the Director of Council Staff who provides general administrative direction and reviews work for effectiveness in meeting broad program goals. The employee independently plans and carries out work, determining the work methods and practices required. Finished work products are accepted as technically authoritative. Recommendations and conclusions are evaluated in terms of impact on legislative mandates and priorities. Guidelines consist of broadly stated legislation and policy, requiring extensive interpretation as to coverage and intent relative to the individual issue or policy being reviewed and analyzed. The work is made complex by the wide range of issues, elements, factors, and perspectives which must be considered; the sensitive and controversial nature of the legislative issues being reviewed; and, the demand for developing creative, alternative solutions to far ranging and difficult legislative-related problems. Work affects Council deliberations and/or decisions relating to programs, policies, and projects of major financial and economic impact to countywide operations. The work is sedentary, presents no significant hazards to the employee, and is performed primarily in an office environment. Presentations before the County Council involve occasional periods of prolonged media attention.

EXAMPLES OF DUTIES: (Illustrative Only)

- Collects and analyzes data; monitors programs, operations, and issues; initiates research; and recommends solutions to complex and unusual problems; writes memoranda and reports within assigned legislative work program or as directed by County Councilmember for special research

studies.

- Reviews and analyzes proposed operating and capital improvement budgets and budget requests for assigned departments and agencies for which the Council approves budgets and programs; identifies program, expenditure, revenue and personnel changes and trends; identifies and investigates ambiguous or inadequate justifications or program descriptions; identifies and analyzes the implications of alternative courses of action; analyzes departmental or agency operations by conducting field studies and statistical analyses; identifies ways to lower operating costs or increase efficiency; formulates recommendations; writes memoranda documenting findings and recommendations; develops questions to be used as a guide by Councilmembers in the budget review process.
- Serves as staff to Council or Council appointed committees, task forces and advisory boards; develops and coordinates agendas and work plans; conducts and/or coordinates and monitors follow up actions; researches and analyzes issues; writes memoranda and makes presentations to committees, task forces and advisory boards and to the Council to keep Council apprised of committee/task force activities.
- Maintains effective working relationships with officials and staff of Executive branch departments and bi-County agencies.
- Responds to oral or written inquiries from the general public and the press addressed to Council members or Council staff; investigates issues; reviews pending legislation; summarizes information; and composes correspondence.
- Reviews and analyzes specific types of Executive Regulations which come before the Council for action; analyzes regulations for compliance with the law and with the Council's intent; researches background and identifies issues associated with the regulations; and makes recommendations for Council action.
- Manages the Council's process for appointments to Boards, Committees, and Commissions within legally mandated deadlines; coordinates Council confirmation of Executive appointments with Executive staff; coordinates Council appointments (i.e., advertises vacancies, provides information to press and public, arranges for Council screening and interview of selected applicants); drafts appointment resolutions; and schedules Council action on the appointments.
- Administers the spending affordability guideline process for the County Government's approved operating budget, as required by the Charter and the County Code.
- Performs a variety of administrative assignments such as preparing and organizing informational materials for Council meetings or facilitating office automation efforts.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of programs, practices, and issues within specialized subject area related to work program assignment.
- Considerable knowledge of the principles and practices of local government administration, to include specific laws, rules, regulations, policies, and procedures which govern and control County Government functions within assigned work program area.
- Considerable knowledge of and skill in applying research and data gathering techniques, methods and procedures, including ability to organize and analyze information.
- Knowledge of the functions, operations, and organization of the County Government and of bi-County, State, and Federal agencies which deal with the County, within assigned work program area.
- Knowledge of and skill in applying the general principles, methods, and practices of budgeting and public finance and accounting required to collect, analyze, evaluate, and synthesize statistical

calculations and financial data; to develop alternative budget allocations; and to formulate solutions to budget/revenue problems.

- Ability to analyze and interpret laws, regulations, policies, and procedures against individual issues.
- Skill in preparing and objectively presenting and explaining (both orally and in writing) sensitive and/or complex legislative policies, processes, decisions, and recommendations to high-level public officials; Department/Agency heads, Division Directors, and staff; media representatives; representatives of private businesses and organizations; and citizens and employees.
- Ability to use the application of automated systems technology and software as tools for analyzing operating budgets and related fiscal matters.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of professional level program experience in a subject area relevant to local government administration.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: April 1985

Classification Study: March 1996 (M)

August 2013

September 2014

Remove specific experience requirement: September 2023