

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

**Code No. 000716  
Grade 26**

**LEGISLATIVE ANALYST II**

**DEFINITION OF CLASS:**

This is intermediate level professional staff work including research, analytical and administrative duties which involve coordinating and facilitating 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 gather data, provide advice and background, facilitate discussion, build consensus, resolve difficult problems, and represent the Council. Limited one-to-one assistance is provided directly to the public.

An employee in this class is assigned to review and analyze several small program and budget areas or a portion of a larger and more complex program or budget area (e.g., historic preservation portion of master planning, review of operating budget for small and stable Executive branch offices). Work includes reviewing and analyzing legislative and budget programs, issues and policies; identifying issues; developing conclusions and recommending solutions; writing reports; making oral presentations; coordinating committee and task force work programs and agendas; scheduling and attending meetings; conducting and monitoring follow up actions; and writing correspondence. Assignments require ability to conduct independent research and investigation; to collect and analyze data from a policy and legislative perspective; and to present and defend analysis and conclusions in the public context of County Council session 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 or a higher level staff member who provides assistance, as needed, in developing overall objectives and determining projects. The employee independently plans and carries out assignments, determining approach and appropriate methods, resolving conflicts, coordinating with various governmental agencies and officials, and interpreting data and requests from an objective, legislative/policy perspective. Finished work products are evaluated in terms of overall effectiveness in meeting stated legislative mandates and intent. Guidelines in the form of general policy statements and precedents are available but do not always apply specifically to the various issues the employee is reviewing and analyzing. Employee may have to develop new approaches and apply creative techniques to deal with specific problems and situations which arise. The work is complicated by the technical nature of the subject matter, the inter-relationship of Federal, State and County laws relative to the issues under review, and the various and often conflicting perspectives and opinions involved. Work affects Council deliberations and/or decisions relating to a range of programs, projects, and policies, some of which may have major financial and economic impact to County-wide operations. The work is sedentary, presents no significant hazards to the employee, and is performed primarily in an office environment. Presentation before the County Council may involve periods of prolonged media attention.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Collects and analyzes data; identifies issues, develops conclusions; identifies and analyzes alternative

courses of action and recommends solutions concerning legislative-related proposals, requests, issues, and resolutions before the County Council (e.g., standard zoning amendments, portions of master plans, minor technical directives, routine budget requests, etc.)

- Reviews and analyzes standard operating budget proposals and requests; 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 proposed alternative courses of action; 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.
- Writes memoranda and reports on program issues as directed by the Staff Director, higher level staff, Councilmembers, and chairpersons of committees and task forces.
- Responds to oral or written inquiries from the general public and the press addressed to Councilmembers or Council staff; investigates issues; reviews pending legislation; summarizes information; and composes correspondence.
- Serves as staff to Council or Council appointed committees, task forces and advisory boards; develops and coordinates agendas and work plans; arranges for time and place of meeting; notifies members of meetings; prepares and distributes meeting materials; 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.
- Conducts special research studies as directed by County Councilmembers or Council staff; prepares position papers, analyses, reports as required.
- Maintains effective working relationships with Councilmembers, officials and staff of executive departments and County and bi-County agencies.
- Maintains background information on issues and activities of special concern to the Council.
- May perform a variety of administrative assignments such as preparation and organization of informational materials for Council meetings.
- 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.
- Knowledge of and skill in applying research and data gathering techniques, methods and procedures, including ability to organize and analyze information.
- General knowledge of the functions, operations, and practices of State and Federal government administration.
- 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 verbally and in writing) legislative policies, processes, decisions, and recommendations to high-level public officials, Department/Agency representatives, media personnel, representatives of private businesses and organizations, and citizens and employees.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of professional level 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:** July 1978

**Revised:** April 1985

**Classification Study:** March 1996 (M)

August 1996

August 2013

September 2014

Remove specific experience requirement: September 2023