

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

**Code No. 000717
Grade 21**

LEGISLATIVE ANALYST I

DEFINITION OF CLASS:

This is developmental level professional staff work including a variety of research, analytical and administrative duties involved in coordinating and facilitating the work of the County Council, Council committees and Council appointed committees and task forces. Work includes reviewing and analyzing legislative and budget programs, issues and policies; developing conclusions and recommending solutions; writing reports; making oral presentations; assisting in coordinating committee and task force work programs and agendas; scheduling and attending meetings; conducting and monitoring follow-up actions; and, writing correspondence. Personal contacts are with members of the County Council, Council staff, Montgomery County Government and other County-funded Agency personnel, members of boards, commissions and task forces, and the public. The purpose of these contacts is to gather information, explain legislative requirements, coordinate schedules, and resolve problems. Limited one-to-one assistance is provided directly to the public.

An employee in this class is assigned to provide legislative review of one or more small and straightforward County programs or budget areas. Assignments require ability to collect data from various sources; analyze submitted program and budget data and recommendations from a legislative and policy perspective; and present analysis and conclusions in the public context of County Council sessions and committee meetings. The employee may be assigned to staff Council appointed committees, commissions, and task forces. The employee reports to the Director of Council Staff or a higher level staff member who defines objectives, priorities, and deadlines, and provides assistance with unusual problems which arise. Completed work is evaluated for technical soundness, appropriateness of methods and procedures used, and conformity to established policy and requirements. Guidelines in the form of established policies and precedents for conducting legislative review and analysis within the assigned work program are available but may require some modification or adjustment to fit current circumstances. The work requires the assembly of data from several sources, determination of the inter-relationships, evaluation of legislative impact, and problem solving. The employee performs standard legislative and budget review which impacts County Council deliberations and decisions concerning the operation of County Government programs. The work is sedentary, presents no significant hazards to the employees, 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)

- Reviews specific legislative program issues and action requests as directed by the Staff Director, higher-level staff member, committee or task force chairperson, or Councilmember; collects data; identifies information sources and issues; develops conclusions; and prepares position papers, reports and memoranda, as appropriate.
- Reviews and analyzes portions of proposed budget submissions and requests; identifies obvious legislative and financial implications; develops questions to be used by Councilmembers during the

budget review process; prepares written reports documenting and justifying conclusions.

- Attends assigned Council or Council-appointed committee/task force meetings; makes arrangements for meetings and informs participants of meetings; participates with committee chairpersons and members in developing a work program and establishing agendas; as required, takes notes or minutes of meetings; conducts and/or coordinates and monitors follow-up actions; and writes memoranda and makes presentations to keep Councilmembers and Council staff apprised of committee/task force activities and progress.
- Responds to oral or written inquiries addressed to Councilmembers or Council staff concerning Council activities, status of legislation and related matters; investigates issues; reviews pending legislation; summarizes information; and composes correspondence.
- Maintains effective working relationships with officials and staff of Executive branch departments 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:

- Knowledge of programs, practices, and issues within specialized subject area related to work program assignment.
- Some 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.
- 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.
- Ability to analyze and interpret laws, regulations, policies, and procedures against individual issues.
- Ability to communicate effectively both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Two (2) 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: July, 1978

Revised: April, 1985

March, 1996 (M)

August, 2013

September, 2014

Remove specific experience requirement: September 2023