

Civil Division: Oneida County Government
Jurisdictional Class: Unclassified
EEO Category: Officials and Administrators
Reviewed: 11/19/08

LEGISLATIVE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The primary responsibility of an employee in this class is to research issues and keep the Legislators informed on current problems of County government coming before the Board. Responsibilities also include the development of resolutions or local laws, and the composition of news releases and correspondence. Accuracy is a critical element of the work since results of the Legislative Analyst's research are relied upon by Legislators in arriving at decisions or making determinations. The work is performed in accordance with broad objectives permitting the employee latitude for the exercise of independent judgment. The work is performed under the direction and in coordination with the Clerk and Chairman of the Board. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches and develops proposed legislation;
Researches State and local laws, the County Charter and Administrative Code to determine the legality of a proposal;
Follows resolutions through the Committee process, providing background information as requested;
Conducts studies at the request of Legislators on a variety of topics and develops recommendations;
Attends Board meetings, and Ways and Means and other Committee meetings;
Prepares reports and correspondence, and composes news releases;
Prepares position papers on a variety of subjects as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of research; thorough knowledge of principles and practices of organization and methods; thorough knowledge of the organization, functions and operations of the County government; working knowledge of finance, programming and budgeting, and related staff services; ability to research and formulate legislation; ability to conduct studies and prepare reports; ability to work effectively with others and to secure their cooperation; ability to communicate effectively, both orally and in writing; good judgment; resourcefulness; initiative; accuracy; thoroughness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the Board of Legislators may determine appropriate.

Adopted: 01/28/82
Revised: 06/11/96
Reviewed: 11/19/08