



## Los Angeles City Ethics Commission

### SENIOR POLICY ANALYST\*

#### Description

The Ethics Commission is responsible for administering and enforcing City laws related to governmental ethics, conflicts of interests, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as a Senior Policy Analyst. The position reports to the Director of Strategic Communications and is responsible for creating and overseeing an effective policy and legislative program. The position analyzes City, state, and federal legislation; researches and analyzes policy issues affecting the Ethics Commission; leads staff studies; makes legislative recommendations to the members of the Ethics Commission; and shepherds approved recommendations through the City Council's legislative process. The position reviews the recusals of City commissioners, provides advice to persons subject to the Ethics Commission's laws, helps produce publications and educational materials, and makes written and verbal presentations at public meetings.

#### Qualifications

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Exceptional ability to communicate in writing regarding complex issues.
- Exceptional ability to make verbal presentations and engage in public discussions.
- Exceptional interpersonal skills.
- Exceptional judgment and attention to detail.
- Ability to understand, interpret, and effectively communicate laws and legal theories.
- Ability to conduct broad and in-depth research and analysis.
- Ability to develop and articulate effective policy and legislative proposals.
- Flexibility and an ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a diverse team.

The successful candidate must be willing to forego all personal involvement in political campaigns.

#### Training and Experience

A legal degree or a graduate degree from an accredited university with a major emphasis in public policy, public administration, or a related field is required. Significant experience developing public policy may be substituted for an advanced degree. Experience developing legislation is highly desirable.

#### Salary

The salary range is currently \$81,035—\$118,473. The starting salary is \$81,035, and annual increases are provided at predetermined rates.

#### Application Process

Email cover letter, résumé, and a recent writing sample that is no more than five pages long to Deputy Executive Director David Tristan at [ethics.careers@lacity.org](mailto:ethics.careers@lacity.org). Applications must be received by August 5, 2018, but the application window may close at any time. For additional information, contact Mr. Tristan at (213) 978-1960.

\*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.