

MAYOR'S OFFICE of CITY SERVICES
Infrastructure Policy Analyst
Position Description
March 2018



SUMMARY

The Infrastructure Policy Analyst works to develop, track, and deliver the Mayor's infrastructure goals, focusing on water, power and public works departments. The Policy Analyst reports to the Director of Infrastructure within the Mayor's Office of City Services (MOCS), which is headed by a Deputy Mayor and her Executive Officer. The Policy Analyst works closely with members of the Infrastructure Team and other parts of the Mayor's Office including Transportation, Neighborhood Services, LA RiverWorks, Sustainability, Budget, Data, and Communications. The Policy Analyst is expected to develop a strong working relationship with all levels of City staff, particularly at the Department of Water and Power and the Bureau of Sanitation, as well as other public agencies and constituent groups.

RESPONSIBILITIES

Policy Analyst responsibilities should be expected to vary over time depending on priority and stakeholder needs. In general, responsibilities include:

- > Work with Director of Infrastructure to oversee operations and projects at LADWP and the Bureau of Sanitation
- > Coordinate the effective implementation of the Mayor's CleanStat program in collaboration with the Bureau of Sanitation, the Board of Public Works and City Council offices
- > Identify, research, and prepare policy recommendations for the Mayor, Deputy Mayor and Director of Infrastructure regarding operations, data tracking, and water and waste issues
- > Organize public events with and for the Mayor and Deputy Mayor, including logistics, policy background, talking points, and follow-up on event outcomes
- > Respond to media and constituent requests regarding the delivery of City Services
- > Manage and synthesize large amounts of data, including systems to maintain the accuracy and timeliness of internal and external dashboards
- > Serve as the Mayor's representative at internal and external meetings
- > Regularly brief the Deputy Mayor, Executive Officer and Director of Infrastructure on City Services issues and support their internal and external communication needs

KEY QUALIFICATIONS

- > Familiarity with and affinity for the City of Los Angeles, including government operations, rules, policymaking process, and functions of departments, agencies, and commissions
- > Knowledge and experience of physical infrastructure and sustainability issues in Los Angeles and California
- > Demonstrated ability to forge effective working relationships with multiple parties
- > Ability to analyze policy and data and synthesize information into clear and concise recommendations
- > Ability to multi-task and adapt within an active work environment, including on nights and weekends
- > Strong written and verbal communication skills with the ability to tactfully respond to public inquiries and concerns in a timely manner
- > Experience working in the diverse communities of Los Angeles

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

CONTACT

Qualified candidates should email a cover letter and resume no later than **Friday, April 27, 2018** to:

Riki Esquer, Executive Assistant
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