



# START your future.

## Position at a Glance

- Recruitment for **Policy Analyst I/II** position.
- Great opportunity for recent graduate, newcomer, or experienced candidate interested in local government, public policy and regional planning.
- Full-time employment with excellent health/pension benefits.
- Annual salary range between \$71,900 and \$89,800.
- 9/80 work schedule.

## About the Agency

The Local Agency Formation Commission of Orange County (OC LAFCO) is a subdivision of the State of California and responsible for overseeing the establishment, expansion, and reorganization of local government agencies and their municipal service areas. OC LAFCO draws its regulatory and planning powers from the State Legislature with the directive to encourage the orderly and efficient delivery of local governmental services. There are presently 68 agencies under OC LAFCO's purview - 34 cities and 34 dependent and independent special districts. The OC LAFCO main office is centrally located within the City of Santa Ana, with nearby access to the I-5, Route 22, and SR 57 freeways.

## The Opportunity

OC LAFCO is currently recruiting for a Policy Analyst I/II position. This is a full-time, at-will position that serves at the pleasure of the OC LAFCO Executive Officer. The Policy Analyst I/II position offers a unique opportunity to work with a team of dynamic professionals in assisting and seeking solutions around efficient, sustainable and cost-effective municipal service delivery. The individual selected for this position provides project support in the areas of research, analyzing, and applicant interface for State mandated programs of OC LAFCO as established by local policy and State law.

## The Culture

At OC LAFCO, staff thrives in a work environment that revolves around curiosity, cooperation, innovation, focus, flexibility, and respect. All staff contribute to the mission of making government boundaries matter and meaningful. We believe good information leads to good decisions. Our work is serious, but we don't take ourselves too seriously. So, if you bring a sense of humor, we appreciate that too.

## OC LAFCO Mission

“OC LAFCO serves Orange County cities, special districts and the county to ensure effective and efficient delivery of municipal services.”



## Ideal Candidates

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Ideal candidates for the position will have a strong interest in public policy and regional planning; effective analytical and problem-solving skills; and – most importantly – curiosity with respect to understanding how local government works and how to make it better. Ideal candidates will also have strong written and verbal communication skills, excellent organizational skills, and a self-starter who is process-oriented while keeping track of desired outcomes. Successful candidates should also demonstrate competency in the following areas:

- Strong research, organization, and writing skills.
- Ability to work in a fast-paced environment.
- Ability to make effective public presentations and represent OC LAFCO at meetings with professional and public groups.
- Excellent computer skills (i.e., spreadsheets, word-processing, database and program management software).
- Knowledge of the Geographic Information System (GIS) to capture, analyze, and present spatial or geographic information.
- Ability to exercise sound independent judgment in performing assignments.
- Ability to perform basic to intermediate qualitative and quantitative analysis.
- Provide critical thinking and objective reporting.
- Direct and conduct special studies, projects, and public meetings.
- Prepare clear, concise reports and other written materials.
- Organize and manage projects and programs efficiently.
- Establish and maintain effective working relationships.

## Minimum Qualifications

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Qualified candidates must have a combination of education, training, and experience that would provide the required knowledge, skills, and abilities in qualifying. A typical combination includes a bachelor's degree from an accredited college or university with major course work in public policy, public administration, political science, planning, business administration, or related field. Additionally, candidates must have at least one year of responsible experience performing research and analytical work, personnel, budget, finance, or customer service.

## Compensation

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### Salary Range \$71,900 to \$89,800

The incumbent is expected to begin at the entry range, and through successful annual reviews may be eligible for merit adjustments. Merit adjustments are not automatic and are based on performance, subject to budget constraints. Incumbents also receive generous benefit packages that include health and dental insurance coverage. OC LAFCO is a member agency of the Orange County Employees Retirement System (OCERS) which provides retirement benefits (1.62 @ 65 Plan) for new OC LAFCO employees.

## The Process

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Interested candidates must submit a resume and cover letter by email to:

**OC LAFCO**  
Policy Analyst, Aimee Diaz  
[adiaz@oclafco.org](mailto:adiaz@oclafco.org)

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Materials submitted after the deadline will not be accepted or provided a response. Resumes and cover letters submitted by the deadline will be screened to identify qualified candidates. These positions are open until filled. Any offer of employment will be subject to the completion of a background check. The documents must be submitted no later than 5:00 PM on May 19, 2025.

Any questions concerning this announcement should be directed to Aimee Diaz at the email listed above.

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## Learn More

Thank you for considering LAFCO for employment. We look forward to finding more bright minds to join our talented team. To learn more about OC LAFCO, visit [www.oclafco.org](http://www.oclafco.org).