

CITY COUNCIL LEGISLATIVE ANALYST – COMPENSATION REPORT

SYNOPSIS

At the request of the City Council Executive Director, Career Service Authority (CSA) created a new classification, City Council Legislative Analyst. The City Council Legislative Analyst will replace the use of the Professional Services Supervisor classification, which no longer accurately describes the duties performed by its incumbents.

FINDINGS

The City Council Legislative Analyst classification specification was created based on data gathered through a series of interviews with the City Council Executive Director and staff. The General Statement of Duties for the City Council Legislative Analyst states that incumbents in the classification perform advanced, specialized professional level work coordinating and managing the City's legislative process and City Council committee meetings. In addition, the City Council Legislative Analyst is responsible for performing research and analysis into complex policy issues, making recommendations and providing advice to City Council members on existing and proposed legislation. Finally, the City Council Legislative Analyst functions as a technical expert on the City's legislative process by advising City Council members, city employees, and the public on legislative processes and procedures.

CSA collected pay data through a survey of national comparable cities to determine the appropriate pay grade for the City Council Legislative Analyst. Of the responses received, the following cities provided data on classifications that match the duties performed by the classification.

AGENCY	JOB TITLE(S)	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	ACTUAL AVERAGE
Albuquerque, NM	Council Policy Analyst II	\$57,262	\$74,776	\$92,290	N/A
Boston, MA	Legislative Director	\$63,600	\$74,200	\$84,800	\$70,000
Columbus, OH	Senior Legislative Analyst	\$70,346	\$87,953	\$105,560	\$77,251
Los Angeles, CA	Legislative Analyst	\$82,643	\$92,663	\$102,683	N/A
San Diego, CA	Legislative Analyst I/II	N/A	N/A	N/A	\$87,880
San Francisco, CA	Legislative Assistant	\$67,132	\$78,546	\$89,960	N/A
Seattle, WA	Legislative Strategic Advisor	\$67,756	\$94,503	\$121,229	\$103,008
Tulsa, OK	Council Policy Administrator	\$49,472	\$67,571	\$85,670	\$70,415
Washington, DC	Legislative Assistant	\$51,550	\$79,850	\$108,150	N/A
Survey Average		\$63,720	\$81,258	\$98,793	\$81,711

ANALYSIS

A combination of market data and internal relationships was used to determine the appropriate pay grade for the City Council Legislative Analyst. The average range midpoint for the market is \$81,258, which corresponds to the midpoint of pay grade 812-A (\$64,030 to \$102,184), which is \$83,107. This provides a percent different of 2.28%. The average actual pay rate for the market is \$81,711. This provides a percent difference of 1.71% when compared to the midpoint of pay grade 812-A. Taking into consideration both the market average range midpoint and the market average actual pay rate, it is recommended to place the City Council Legislative Analyst at 812-A.

Placing the City Council Legislative Analyst at 812-A would create an internal relationship to the Management Analyst IV. The Management Analyst IV, which is at 812-A (\$64,030 to \$102,184), is a benchmark classification. The City Council Legislative Analyst performs similar duties to the Management Analyst IV, in that both classifications perform specialized analytical work either at the department or citywide level. While the duties performed by the City Council Legislative Analyst are similar in type and nature to the Management Analyst IV, an employee classified as a City Council Legislative Analyst is expected to possess subject matter expertise in the legislative process. The City Council Legislative Analyst and the Management Analyst IV require the same level of decision making authority and level of communications. Finally, both classifications require the same level of education and experience.

RECOMMENDATION

Based on a comparison to the market and to internal relationships with classifications in the city's Classification and Pay Plan, it is recommended to place the City Council Legislative Analyst at 812-A (\$64,030 to \$102,184).