

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

10/25/07

### NEIGHBORHOOD EMPOWERMENT ANALYST, 9208

**Summary of Duties:** Performs staff work related to the establishment and capacity development of Neighborhood Councils within the City of Los Angeles; and does related work.

**Distinguishing Features:** The primary responsibilities of a Neighborhood Empowerment Analyst in the Department of Neighborhood Empowerment is to promote civic participation in government and in the system of Neighborhood Councils to affected and interested parties, interpret documents and ordinances related to the governance of Neighborhood Councils, including Charter of the City of Los Angeles, the Plan for a Citywide System of Neighborhood Councils and bylaws of various Neighborhood Councils; and develop and train formal and informal training programs to support the growth and development of the system of Neighborhood Councils as well as individual Neighborhood Councils. A Neighborhood Empowerment Analyst may advance to positions which require high quality of performance and level of responsibility of relatively more difficult assignments, assume partial or full lead responsibility of special work groups or projects, and may be assigned to handle additional neighborhood councils.

#### **Example of Duties:**

- Processes and reviews formal and informal requests associated with the capacity development and administration of Neighborhood Councils;
- Monitors the system and activities of Neighborhood Councils;
- Creates and contributes to the creation of policies and programs designed to support the development of the system of Neighborhood Councils and individual Neighborhood Councils;
- Enforces policies and regulations of the Citywide System of Neighborhood Councils;
- Provides and/or coordinates advice, training and support on various aspects related to the capacity development of a Neighborhood Council or group of Neighborhood Councils, including information related to outreach strategies and tactics to increase civic participation; principles of leadership development; financial resource planning and management of public funds; asset mapping, community profiling and issue development; and impacting decisions of elected officials and governmental decision makers;
- Provides and/or coordinates advice, training and support regarding the formulation and implementation of a Neighborhood Council's governance documents, including bylaws and election procedures;
- Interfaces with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various departments, commissions and agencies of the City of Los Angeles;
- Coordinates miscellaneous advice, training and support necessary for the smooth functioning and operation of a Neighborhood Council; and
- May occasionally be assigned to other duties for training purposes or to meet technological

changes or emergencies.

**Qualifications:** The incumbent must have the following knowledge, abilities and skills:

**Knowledge of:**

- Local laws, ordinances, rules and regulations related to neighborhood councils, City Charter Section 900, the Plan for a Citywide System of Neighborhood Councils;
- The structure of Los Angeles City government, interrelationships, functions, and responsibilities of City departments and elected officials;
- Principles, methods and techniques of community organizing, strategic planning and organizational capacity building;
- Neighborhood Councils and community based organizations involved in providing community and neighborhood services;
- Principles and practices of neighborhood and program planning, including strategies and tactics for contributing to or influencing the governmental decision making process; and
- City personnel rules, policies, and procedures.

**Ability to:**

- Think analytically and develop creative solutions to complex problems;
- Conduct research;
- Prepare and present written and oral reports;
- Analyze and understand complex documents;
- Communicate effectively and engagingly with individuals and to groups;
- Work cooperatively in a variety of complex settings with people of diverse racial, ethnic, cultural and economic backgrounds;
- Exercise good judgment, courtesy, tact and cultural sensitivity when interacting with elected officials, employees and the public;
- Coordinate and/or provide leadership for a variety of short-term and long-term projects;
- Possess effective work management and prioritization skills; and
- Work independently or in a teamwork environment.

**Requirements:**

1. Two years of full-time paid experience as a Community Program Assistant in the City of Los Angeles; or
2. Graduation from a recognized four-year college or university and two years of full-time paid experience performing work related to community organizing, developing or implementing social services, or outreach programs; or
3. Six years of full-time paid experience performing work related to community organizing, developing or implementing social services, or outreach programs.

A Bachelor's degree in public administration, political science, public policy or a related field is desirable.

Employees may be required to work non-standard hours, including evenings, holidays and weekends, at different and various locations throughout the City.

**License:** A valid California driver's license is required.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**