

Approved \_\_\_\_\_ Mayor

Agenda Item No. 11(A) (62)

Veto \_\_\_\_\_

04-24-07

Override \_\_\_\_\_

**OFFICIAL FILE COPY  
CLERK OF THE BOARD  
OF COUNTY COMMISSIONERS  
MIAMI-DADE COUNTY, FLORIDA**

RESOLUTION NO.      R-506-07

**RESOLUTION DIRECTING THE COMMISSION AUDITOR  
TO CREATE AND STAFF A BUDGET SECTION WITHIN THE  
OFFICE OF COMMISSION AUDITOR**

**WHEREAS**, section 9.10 of the Home Rule Charter creates the Office of the Commission Auditor and provides that the County Commission shall, by ordinance, provide for the specific functions and responsibilities of the Commission Auditor which shall include, but not be limited to, independent budgetary, audit, management, revenue forecasting, and fiscal analyses; and

**WHEREAS**, on January 23, 2003, the County Commission adopted Ordinance No. 03-2 which provides for the specific functions and responsibilities of the Commission Auditor and includes, among others, the responsibility to review the reasonableness of all revenue estimates; and

**WHEREAS**, Ordinance No. 03-2, which is codified in sections 2-471 through 2-481 of the Code of Miami-Dade County, Florida, also empowers the Commission Auditor to review all departmental budgets and to prepare a budget for the County; and

**WHEREAS**, the Commission finds that the creation of a Budget Section within the Office of the Commission Auditor to perform the functions of the office as more fully stated in the accompanying memorandum from Commissioner Joe A. Martinez, a copy of which is incorporated herein by reference, is in the best interest of the citizens of Miami-Dade County,

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**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA,** that the Board hereby directs the Commission Auditor to create and staff a Budget Section within the Office of the Commission Auditor as stated in the attached memorandum from Commissioner Joe A. Martinez. In the event that the Commission Auditor does not have sufficient funds to staff the Budget Section, as stated in the attached memorandum, the County Manager is directed to determine the appropriate funding source for the required funds, and to include the allocation of those funds in the FY 2006-2007 year-end budget amendments. The Board further directs the County Manager to include in the proposed FY 2007-2008 budget for the Office of the Commission Auditor any unexpended carryover in the FY 2006-2007 budget for the Commission Auditor.

The foregoing resolution was sponsored by Commissioner Joe A. Martinez and offered by Commissioner Joe A. Martinez, who moved its adoption. The motion was seconded by Commissioner Rebeca Sosa and upon being put to a vote, the vote was as follows:

	Bruno A. Barreiro, Chairman	aye	
	Barbara J. Jordan, Vice-Chairwoman	absent	
Jose "Pepe" Diaz	aye	Audrey M. Edmonson	absent
Carlos A. Gimenez	aye	Sally A. Heyman	absent
Joe A. Martinez	aye	Dennis C. Moss	aye
Dorrin D. Rolle	aye	Natacha Seijas	absent
Katy Sorenson	nay	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 26<sup>th</sup> day of April, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA

BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK



**KAY SULLIVAN**

Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

GKS

Gerald K. Sanchez

**New Positions**

**Budget Staffing and Responsibilities**

**Director - Commission Auditor - Existing**

**Budget Manager - Existing**

**Budget Coordinator**

Salary: \$103,558

Fringe: \$29,721

\$133,279

**Senior Budget Analyst**

Salary: \$83,330

Fringe: \$23,916

\$107,246

**Senior Budget Analyst**

Salary: \$83,330

Fringe: \$23,916

\$107,246

**Budget Analyst 3**

Salary: \$72,332

Fringe: \$20,759

\$93,091

**Budget Analyst 2 - Existing**

**Budget Analyst 2 - Existing**

New Positions	
Salary:	\$668,646
Fringe:	\$160,889
	\$720,135

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**MEMORANDUM**

Agenda Item No. 11 (A) (62)

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**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

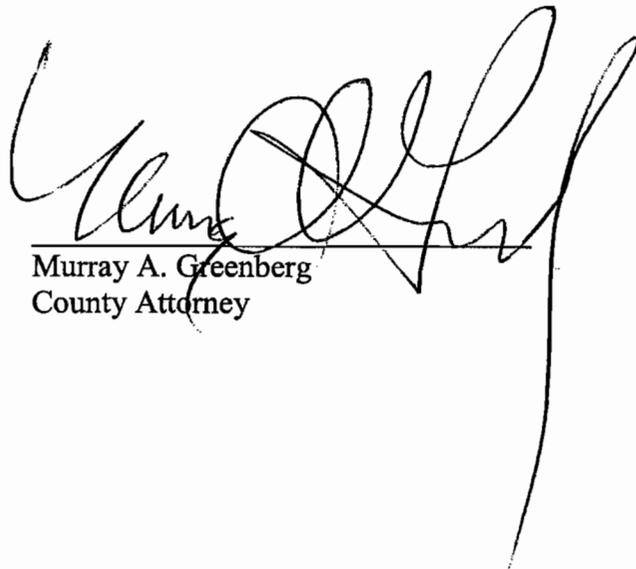
**DATE:** April 24, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Resolution directing the  
Commission Auditor to create  
and staff a Budget Section  
within the Office of  
Commission Auditor

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The accompanying resolution was prepared and placed on the agenda at the request of  
Commissioner Joe A. Martinez.



Murray A. Greenberg  
County Attorney

MAG/jls



**JOE A. MARTINEZ**  
**MIAMI DADE COUNTY COMMISSIONER**  
**DISTRICT 11**

## Memorandum

To: Honorable Chairman Bruno Barreiro and  
Members of the Board of County Commissioners

From: Commissioner Joe A. Martinez *JM*

Date: April 16, 2007

Re: Office of the BCC Commission Auditor

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The Board of County Commissioners (BCC) has been debating the issue of a prudent budget process under the new Charter adopted by the voters in January for quite some time. Previously, I submitted an Ordinance for the BCC's consideration creating a BCC Office of Budget and Fiscal Responsibility but it was never calendared. As such, I offer the attached Resolution for debate by the Board and respectfully request the Chairman waive from discussion at the Budget and Finance Committee to the Board's April 24, 2007 meeting.

After additional debate by the BCC and Members of the Budget and Finance Committee, I submit the attached Resolution for your review that calls for the expansion of the Office of the Commission Auditor and creation of a Budget Section within the office. As the Chairman for the Budget and Finance Committee, my staff and I meet regularly with the Commission Auditor. After several meetings with the Commission Auditor and listening to issues raised by my colleagues, I believe that there is an immediate need to increase the staffing of the Office of the Commission Auditor. This need is primarily in the area of budget due to the additional support that the Members of the BCC will require for the budget process and to assure that the Board's budget directives, policies, goals and objectives are implemented and adhered to.

The following are a few of the functions that the Budget Section of the Commission Auditor's Office will be responsible for:

- Developing a budget that meets and exceeds the expectations of the community and providing the necessary tools for our employees to deliver essential services.
- Ensuring a budgetary process that mirrors that of our State and Federal Government Legislative bodies.
- Performing specific detailed line item reviews of all departmental budgets' by budget analysts.
- Modifying the line item reviews process to include amounts appropriated with corresponding programs and/or services.

Honorable Chairman Bruno Barreiro and  
Members of the Board of County Commissioners  
BCC Office of the Commission Auditor  
April 16, 2007  
Page 2

- Continuing to formulate new ways to expand services with fewer resources and provide more tax relief for our residents.
- Reviewing and ensuring that the appropriate checks and balances are in place for all departments.

As we expand on the line item review process in order to adopt a fiscally prudent budget, the Board needs to obtain as much available information as possible in order to effectively and responsibly fund/unfund portions of the budget as set forth by the Administration. Currently, decisions are based on information presented solely by the Administration – this will allow for the Board to have information presented and reviewed by this independent staff.

I have also included a new proposed table of Organization for the Office of the Commission Auditor as well as corresponding job descriptions for the requested positions. I would hope that these options be available for the Board to debate on April 24, 2007 so as to quickly authorize the BCC Commission Auditor to move forward and hire the necessary personnel. In the event that the Commission Auditor does not have sufficient funds to staff the Budget Section, Mr. Burgess is to recommend the appropriate source of funding to the Board, and to include the allocation of those funds in the FY 06-07 year-end budget amendments. I recommend that the board work closely with the Administration to assure that we are not creating additional bureaucracy. We will be able to accomplish this by transferring existing positions or funding sources. The Board shall further direct the Administration to include in the proposed FY 07-08 budget for the Office of the Commission Auditor any unexpended carryover in the FY 06-07 budget for said office.

If you should have any questions please contact me or my Chief of Staff, Javier L. Marques, at (305) 552-5511.

JM/jim

Attachment

Cc: Honorable Mayor Carlos Alvarez  
George Burgess, County Manager  
Murray Greenberg, County Attorney  
Javier L. Marques, Chief of Staff, Office of the Commissioner Joe A. Martinez  
Charles Anderson, BCC Commission Auditor  
Jennifer Glazer-Moon, Director, Office of Strategic Business Management



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** April 24, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(62)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

**Additional Positions for the Office of the Commission Auditor**

**Legislative Analyst**  
 Salary: \$60,000  
 Fringe: \$12,820  
**\$72,820**

**Administrative Officer 3**  
 Salary: \$39,600  
 Fringe: \$18,806  
**\$58,406**

**Seven (7) new positions from previous Budget sheet**  
 Salary: \$559,546  
 Fringe: \$160,699  
**\$720,245**

**Total Requested: \$854,961**

This position is requested in order to maintain the effective flow of operations. This additional Analyst will conduct research regarding BCC delegations of authority to the County Manager, Department Directors, or other administrative personnel over the last 25 years. In addition to conducting said research, this analyst will prepare the necessary reports outlining, categorizing and evaluating said delegations of authority.

The addition of one (1) Administrative Officer 3 will support all sections of the Office of the Commission Auditor. This individual will provide only administrative type support functions that are necessary in order to produce the reports that will be requested of this Office.

The Budget Section is expanding its scope of responsibility and requires experienced budget personnel that are proficient in all the county's budget and finance operating systems. In addition, they all need extensive knowledge of the county's revenues and expenditures.

Functional Responsibilities by Classification

**Budget Assistant**  
 Oversight of work  
 Special Projects

**Budget Coordinator**  
 Travel  
 Budget

**Budget Coordinator**  
 Finance  
 File

**Senior Budget Analyst - Committees**  
 Aviation  
 Communications

**Budget and Finance**  
 Recreation and Cultural Affairs  
 Airport and Tourism  
 Transit

**Senior Budget Analyst - Committees**  
 Public Health Trust  
 Human Services  
 Corrections and Rehabilitation

**Health and Public Safety**  
 Governmental Operations and Employment  
 Economic Development and Human Services

**Budget Analyst 3**  
 Finance  
 Office of the Commission Auditor  
 Business Development  
 Transportation  
 Fair Employment  
 Intergovernmental Affairs  
 OCEM  
 HR?

**Budget Analyst 3**  
 Building Department  
 Building Dept. Computer  
 OEDPM  
 Planning and Zoning  
 Building  
 FISO  
 GAC

**Budget Analyst 3**  
 Healthcare Planning  
 ERMC (Construction)  
 Inspection Services  
 Community Relations

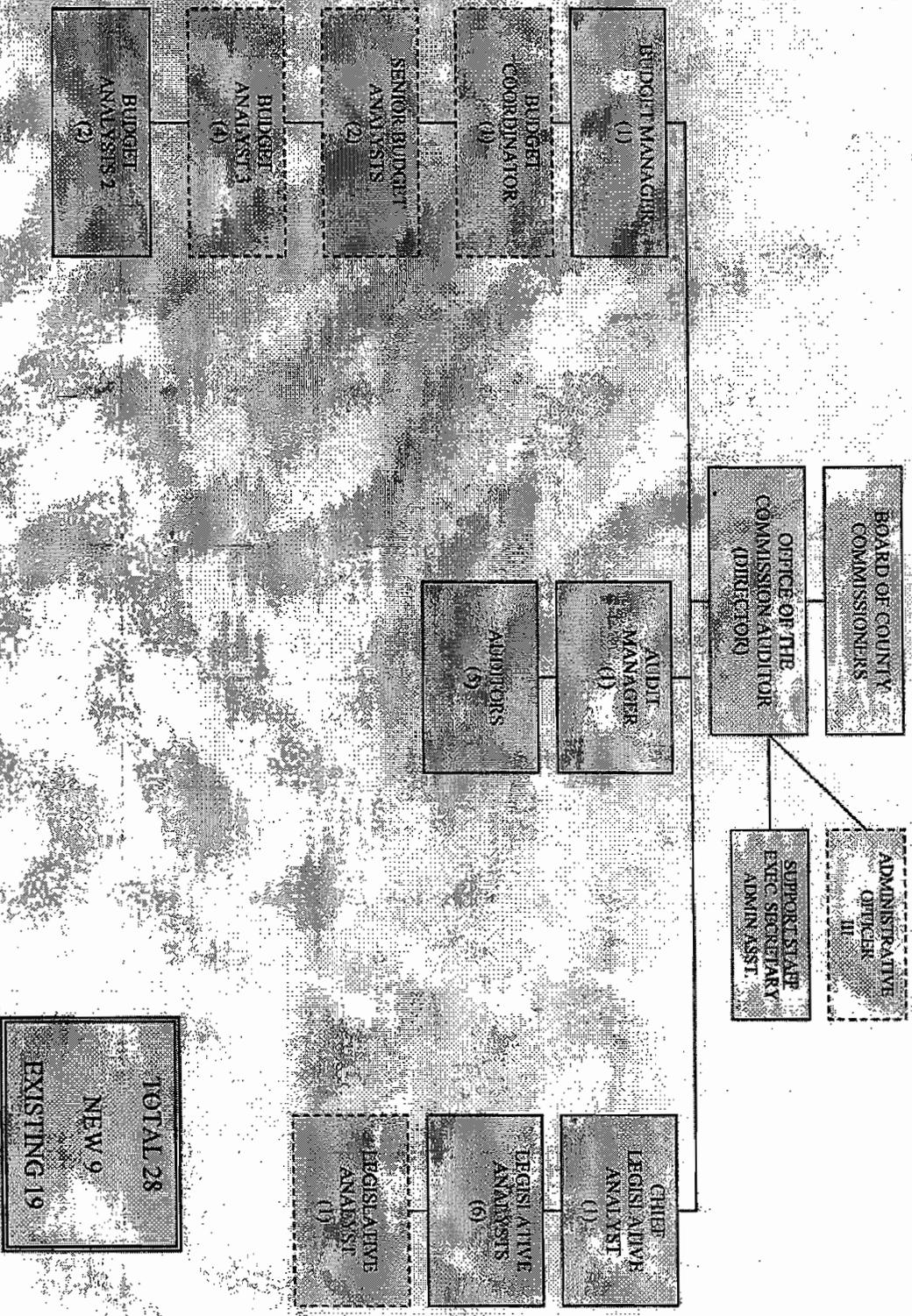
**Budget Analyst 3**  
 GSA  
 Asset Management  
 Cultural Affairs  
 Recruitment  
 Plan and Information  
 State Municipal Fund  
 Veterans  
 Library  
 CITT

**Budget Analyst 3**  
 Public Works  
 Solid Waste  
 Trench Maintenance  
 Water and Sewer  
 Animal Services  
 Animal Services  
 ADA  
 Capital Improvements  
 Municipal Review Panel  
 OCEM  
 Housing Agency

**Budget Analyst 2**  
 Miami M. Museum  
 Museum of Science  
 South Florida Historical Museum  
 Historic Preservation  
 Library  
 Property Assistant  
 Historic Preservation

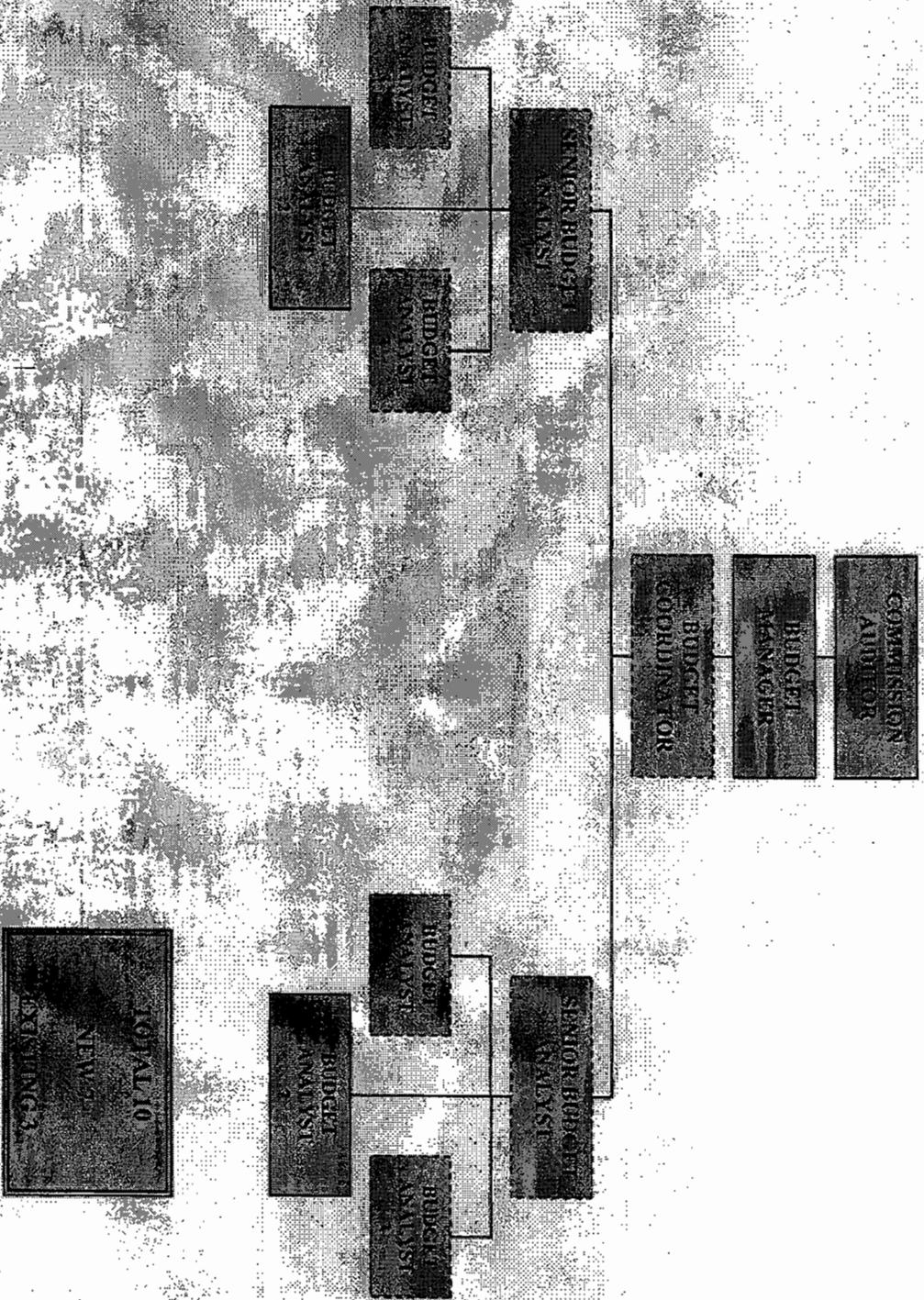
**Budget Analyst 2**  
 Community Action  
 Employment Zone  
 Consumer Services  
 Forestry Trust  
 Transportation Trust  
 Urban Development Task Force  
 Housing Financial Authority  
 Metropolitan Authority Plan

# Office of the Commission Auditor Proposed Organizational Chart



TOTAL 28  
NEW 9  
EXISTING 19

**Office of the Commission Auditor  
Proposed Staffing - Table of Organization  
Budget Section**



TOTAL 10  
NEW 5  
EXISTING 5

**Miami-Dade County  
Employee Relations Department**

**miamidade.gov**

**MIAMI-DADE  
COUNTY**

**BCC Budget Coordinator**

**Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of five to ten years of professional experience to include developing, monitoring, or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

**Job Specifications**

**NATURE OF WORK**

This is advanced and highly responsible professional budget analysis work for the Miami-Dade County Office of the Commission Auditor (OCA).

Employees in this class are responsible for coordinating the development of the proposed operating and capital budgets including production of actual budget documents. Responsibilities include conducting complex revenue and expenditure forecasts with particular emphasis of general discretionary operating and capital funds, analyzing selected high-priority complex departmental operating and capital budgets from initial budget submission and development to year-end close-out, and making recommendations regarding overall County budgetary and fiscal programmatic policy issues. Related duties include coordinating the planning and programming of large-scale departmental capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Duties include conducting highly sensitive and complex financial and programmatic research, conducting comparative tax research and fiscal impact analyses, making presentations to the public, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in coordinating development of the proposed operating and capital budgets and in the analysis of complex budgetary issues. General direction is received from a professional superior who holds the incumbent responsible for the achievement of established budgetary goals and objectives.

**ILLUSTRATIVE TASKS**

Coordinates development of proposed operating and capital budgets including production of actual budget documents.

Conducts complex revenue and expenditure forecasts with particular emphasis on general discretionary operating and capital funds.

Analyzes high-priority complex departmental operating and capital budgets from initial budget submission

and development to year-end close out.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Coordinates the planning and programming of large-scale County capital improvement programs.

Coordinates and conducts sensitive and complex budgetary policy, financial, statistical and programmatic research; conducts comparative tax research and fiscal impact analyses; develops performance measurement systems and fiscal indicators.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment (based on funding availability).

Develops policy recommendations regarding County funding, staffing, services and activities.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of County budgetary processes and related legal and procedural requirements.

Extensive knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Extensive knowledge of the organization and operation of County departments and agencies.

Thorough knowledge of budget preparation rules, regulations and procedures.

Thorough knowledge of research techniques and the sources and availability of current information.

Thorough knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to coordinate the development of the proposed operating and capital budgets including production of budget documents.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing

Ability to prepare complex narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

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**Miami-Dade County  
Employee Relations Department**

**miamidade.gov**

**MIAMI-DADE  
COUNTY**

**BCC Senior Budget Analyst**

**Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of four to seven years of professional experience to include managing and/or directing operations in a governmental organization, performing economic analysis and review, or performing related fiscal or management analyses is required. A Master's degree may substitute for one year of required experience.

**Job Specifications**

**NATURE OF WORK**

This is advanced and responsible professional budget analysis work for the Miami-Dade County Office of the Commission Auditor (OCA).

Employees in this class are responsible for analyzing multiple large and complex departmental operating and capital budgets from initial submission and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, assisting in the planning and programming of large-scale departmental capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, performing staff training, making presentations to the public, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in the analysis of multiple complex departmental budgets involving fund complexities and significant community service issues. General direction is received from a professional superior who holds the incumbent responsible for effectiveness in the analysis, preparation, monitoring and review of complex operating and capital budgets.

**ILLUSTRATIVE TASKS**

Analyzes and monitors multiple complex operating and capital funds from initial budget submission and development to year-end close out for at least three large and complex departments as well as departments of smaller size and complexity.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Conducts complex financial analysis, policy research and statistical work on budgetary, financial and

management policy issues.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Works with assigned departments to develop and monitor performance measures.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Conducts financial and programmatic research and budget-related special assignments; prepares reports and conducts special management policy studies and research as directed.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Thorough knowledge of budget preparation rules, regulations and procedures.

Thorough knowledge of the organization and operation of County departments and agencies.

Considerable knowledge of research techniques and the sources and availability of current information.

Considerable knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare complex narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

**Miami-Dade County  
Employee Relations Department**

**miamidade.gov**



**BCC Budget Analyst 2**

**Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration or related field. Two years of professional experience to include assisting in developing, monitoring, or reviewing budgets or performing related fiscal or management analyses; or completion of the Miami-Dade County Management Intern Program is required. A Master's degree may substitute for one year of the required experience.

**Job Specifications**

**NATURE OF WORK**

This is professional budget analysis work for the Miami-Dade County Office of the Commission Auditor (OCA).

Employees in this class are responsible for analyzing departmental operating and capital budgets from initial submission, and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, and conducting budget-related special assignments. Incumbents exercise independent judgment in the analysis of complex budgetary and programmatic policies and issues. Supervision is received from a professional superior who reviews work for effectiveness in operating and capital budget preparation, analysis, monitoring and reporting.

**ILLUSTRATIVE TASKS**

Analyzes and monitors operating and capital funds from initial budget submission and development to year-end close-out.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels.

Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

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Develops policy recommendations regarding County funding, staffing, services and activities.

Conducts financial and programmatic research and budget-related special assignments as directed; prepares special reports as requested.

Monitors staffing levels and personnel-related spending; authorizes personnel recruitment based on funding availability.

Performs related work as required.

#### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Considerable knowledge of budget preparation rules, regulations and procedures.

Knowledge of research techniques and the sources and availability of current information.

Knowledge of the organization and operation of County departments and agencies.

Knowledge of the principles of management and public administration.

Ability to analyze and monitor departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review the programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to operate personal computer database and spreadsheet applications.

Ability to work independently.

Miami-Dade County  
Employee Relations Department

miamidade.gov

MIAMI-DADE  
COUNTY

### BCC Budget Analyst 3

#### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of three to five years of professional experience to include assisting in developing, monitoring or reviewing budgets or performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

#### Job Specifications

##### NATURE OF WORK

This is advanced professional budget analysis work for the Miami-Dade County Office of the Commission Auditor (OCA).

Employees in this class are responsible for analyzing large and complex departmental operating and capital budgets from initial submission and development of the annual budget to year-end close-out. Responsibilities include making recommendations regarding departmental policy, programmatic and budgetary issues, assisting in the planning and programming of capital improvement projects, and working with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, and conducting budget-related special assignments. Incumbents exercise considerable independent judgment in the analysis of complex departmental budgets involving fund complexities and increased significance of community service issues. Supervision is received from a professional superior who holds the incumbent responsible for effectiveness in the analysis, preparation, monitoring and review of complex operating and capital budgets.

##### ILLUSTRATIVE TASKS

Analyzes and monitors complex operating and capital funds from initial budget submission and development to year-end close out for at least two large and complex departments as well as departments of smaller size and complexity.

Evaluates, projects and forecasts departmental budgetary and financial activity including analysis of variances related to budgeted levels for large complex departments.

Conducts complex financial analysis, policy research and statistical work on budgetary, financial and management policy issues.

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Monitors, evaluates and reviews programmatic performance of assigned departments; assists in securing budgetary policy objectives as approved by the Board of County Commissioners.

Works with assigned departments to develop and monitor performance measures.

Prepares narrative and financial information required for development of the annual proposed operating and capital budgets.

Monitors staffing levels and personnel-related spending and authorizes personnel recruitment based on funding availability.

Develops policy recommendations regarding County funding, staffing, services and activities.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.

Considerable knowledge of budget preparation rules, regulations and procedures.

Considerable knowledge of the organization and operation of County departments and agencies.

Considerable knowledge of research techniques and the sources and availability of current information.

Considerable knowledge of the principles of management and public administration.

Ability to analyze and monitor complex departmental operating and capital funds from initial budget submission and development to year-end close-out.

Ability to establish and maintain effective working relationships with superiors and a variety of other public officials.

Ability to monitor, evaluate and review programmatic performance of assigned departments.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to prepare narrative and financial information required for development of the annual proposed operating and capital budgets.

Ability to operate personal computer database and spreadsheet applications.

Miami-Dade County  
Employee Relations Department

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MIAMI-DADE  
COUNTY

## Commission Legislative Analyst

### Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. Two years of relevant professional experience are required. Must possess excellent quantitative, analytical, computer, and communication skills. Master's degree or J.D. may substitute for one year of experience.

### Job Specifications

#### NATURE OF WORK

This is advanced and responsible professional legislative analysis work in the Office of the Commission Auditor.

Employees in this class serve in an advanced capacity monitoring, analyzing and reporting on all events, public policy and legislative matters of interest in support of assigned committees of the Board of County Commissioners. Duties include corresponding with and receiving input from other Office of the Commission Auditor staff, the Commission and its staff, County administrators and the County Attorney's Office, providing objective and critical analyses, reports and briefings to the Commission, and facilitating special analysis projects directly relating to work of assigned committees. Employees in this class serve as a legislative correspondent, ensuring accurate, timely and thorough analysis of critical issues, and completion of a wide range of special analysis assignments. Incumbents exercise considerable independent judgment, discretion and initiative in facilitating analysis and reporting activities. General direction is received from an administrative superior who evaluates work for quality of results in the effective analysis of legislative matters.

#### ILLUSTRATIVE TASKS

Conducts research and policy analyses to assist the Commission in formulating and developing legislation and public policy. Maintains awareness of local, state and national current events and literature that may have implications for the Board of County Commissioners.

Provides objective and critical analyses of proposed legislation and of public policy issues for the Board of County Commissioners, including analyses of large, complex issues requiring support from lower level legislative analysts. Makes preliminary determinations of impact of proposed legislation on the County projects costs, increased or lost revenue, and potential impact to County policies or programs as a result of legislation or regulatory changes. Provides timely, accurate and thorough written and oral reports and briefings.

Coordinates the provision of legislative analysis support to several committees of the Commission. Coordinates work with other Office of the Commission Auditor staff.

Assists the Chief Legislative Analyst in development of project definitions, work plans and staff assignments.

Corresponds and communicates effectively, and coordinates projects, with other Office of the Commission Auditor legislative staff and with the chairperson and members of the Commission and their staff. Effectively participates on individual projects and as a team member on joint projects.

Assembles documentation and generates reports detailing analysis of legislative and public policy issues for review by the Commission. Provides timely, accurate and thorough written and oral reports for the Commission. Briefs the Commission on pending legislative or policy matters.

Communicates effectively with County administrators, the County Attorney and other department or agency officials in carrying out legislative staff functions.

Performs a range of administrative tasks in support of Office of Commission Auditor activities.

Performs related work as required.

#### KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of research and writing principles and practices.

Considerable knowledge of the principles of public administration.

Considerable knowledge of the legislative process at all jurisdictional levels.

Considerable knowledge of the relationships among the various County departments and agencies.

Considerable knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials.

Considerable knowledge of the structure, functions and organization of Miami-Dade County government.

Knowledge of supervisory principles and practices.

Ability to plan, coordinate and facilitate research and analysis activities.

Ability to communicate clearly and concisely, verbally and in writing.

Qualitative skills to analyze fiscal impacts of proposed legislation.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy or a related field and two years of related professional experience are required. Master's degree or Juris Doctorate may substitute for one year of the required experience. Must possess excellent qualitative, analytical and communication skills.