



**Kern Local Agency
Formation Commission**
5300 Lennox Ave. Suite 303
Bakersfield, CA 93309
661-716-1076
www.kernlafco.org

Job Title: Analyst

Location: Bakersfield, CA

Employment Type: Full-Time

Reports To: Executive Officer

Job Summary: The LAFCo Analyst plans, coordinates, and conducts Municipal Service Reviews (MSRs), Sphere of Influence (SOI) updates, and related studies in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act and California Government Code 56430. The incumbent is responsible data collection, agency outreach, research, analysis, report preparation, and presentation of findings to Commission and stakeholders.

Key Responsibilities:

- Manage and coordinate all phases of Municipal Service Reviews and Sphere of Influence updates.
- Serve as the primary point of contact and facilitate productive working relationships with cities, counties, special districts, and service providers.
- Develop project schedules, work plans, and data collection strategies.
- Develop and administer questionnaires, surveys, and information requests.
- Maintain project files, databases, and records and track project milestones, deliverables, schedules, and budgets.
- Analyze service capacity, infrastructure, governance, finances, operational efficiencies, and growth trends and conduct comparative analyses to evaluate municipal service providers using statutory MSR determinations.
- Prepare technical reports, staff reports, executive summaries, maps, tables, charts, and present findings and recommendations to management, advisory committees, and/or Commission.
- Support implementation of Commission policies and directives related to Municipal Service reviews and agency evaluation.
- Other duties as assigned by the Executive Officer

Qualifications:

- Bachelor's degree in Public Administration, Urban Planning, Political Science, or a related field. Master's degree preferred. Experience may be substituted for education requirements.
- Minimum of 3 years of experience in local government, public administration, or a related field.
- Strong analytical and research skills, with the ability to interpret complex data and present findings clearly.

- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.
- Knowledge of state laws and regulations governing LAFCo operations.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.

Benefits:

- Competitive salary
- Health/health savings plan, dental, and vision insurance
- Retirement plan
- Paid time off and holidays
- Professional development opportunities

Application Process: Interested candidates should submit a resume, cover letter, and references to Executive Officer at info@kernlafco.org. Open until filled.