



Office of Mayor Antonio R. Villaraigosa

Policy Analyst Job Description **Mayor's Office of Homeland Security and Public Safety**

Department: Mayor's Office of Homeland Security and Public Safety
Position: Policy Analyst – Exempt Position

Duties and Responsibilities:

A Policy Analyst in the Office of Homeland Security and Public Safety (HSPS) assists in formulating policy for the City of Los Angeles ("City") with respect to emergency management, homeland security and public safety programs. The Policy Analyst will support various initiatives and tasks, including:

- Analyzing various public policy initiatives regarding public safety, homeland security, and emergency management;
- Preparing written reports, analyses, briefings, and memoranda for HSPS Staff and leadership, the Mayor, and other senior officials; Designing innovative strategies to enhance public safety and homeland security capabilities involving law enforcement, fire service, and other first-responder agencies;
- Designing and implementing short and long-term programs regarding law enforcement, crime prevention, fire safety, and emergency preparedness;
- Oversight and coordination of various initiatives with the Los Angeles Fire Department, Los Angeles Police Department, Emergency Management Department, and other City agencies involved with safety and security issues;
- Oversight of the planning, training, and exercise efforts of City departments to prevent and respond to terrorist attacks and natural disasters;
- Supporting the emergency operations of the City during a time of disaster including assignments in the City's emergency operations center or a department's operation center;
- Working closely with local, county, state, and federal partners on issues of public safety and homeland security;

- Developing positive relationships with community organizations, academia, the business sector, and non-profit institutions on behalf of the Mayor's Office;
- Assisting with the development of budget priorities and initiatives for public safety agencies in the City.
- Attending and providing support at public events and meetings for the Deputy Mayor and Mayor; and Completing special projects and assignments consistent with the mission of the Office of Homeland Security and Public Safety at the direction of the Deputy Mayor or Associate Director.

Requirements: A degree from an accredited college or university; graduate degree preferred; minimum of two years professional experience in policy development and implementation, or equivalent experience; proven record of exercising good judgment and professionalism in a fast-paced and intense working environment; strong writing and research skills; excellent communication skills and ability to work with government agencies, City department staff, community representatives, and elected officials; ability to work independently while contributing to and valuing an overall team structure; and proficiency with Microsoft Word and Excel software programs.

Qualified candidates should send a cover letter and resume to:

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