

Service	Description	Hours Allocation
Budget Analysis	<p>Detailed review of the Annual Appropriation Ordinance and Annual Salary Ordinance from a financial and policy perspective:</p> <ul style="list-style-type: none"> ◆ Prepare five-year summary budget projection in coordination with the Controller's Office and the Mayor's Office (Administrative Code Section 3.6). ◆ Review the City's long range financial policies and budget compliance with these policies (Proposition A, approved by the voters in November 2009). ◆ Review, analyze and report on Mayor's proposed General Fund department budgets in June 2017, as directed by the Board of Supervisors. ◆ Attend budget hearings and present results of analyses. ◆ Provide a briefing on our budget analysis and recommendations to any member of the Board of Supervisors who requests a briefing. 	3,000
Legislative Analysis	<ul style="list-style-type: none"> ◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination (Administrative Code Section 2.6-3). ◆ Evaluate all legislation determined to have fiscal impact, prepare a written report, and make recommendations to the Budget and Finance Committee or Government Audit and Oversight Committee. ◆ Upon request, provide any member of the Board of Supervisors and the Clerk of the Board a briefing on our weekly legislative reports. ◆ Submit weekly electronic legislative reports to all members of the Board of Supervisors, the Clerk of the Board, the Controller's Office, the City Attorney and the Mayor's Office in advance of committee meetings. ◆ Attend weekly Budget and Finance Committee meetings to present an overview of the legislative reports, findings, and recommendations, and respond to any questions from the Committee. 	7,200

Service	Description	Estimated Hours Allocation
Performance Audits and Policy Analysis	<ul style="list-style-type: none"> ◆ Consult with the Board of Supervisors and Government Audit and Oversight Committee on the annual performance audit plan and draft a motion for the Board of Supervisors to approve the annual performance audit work plan. Assist the Government Audit and Oversight Committee and Board of Supervisors in revising the annual performance audit work plan during the year as requested. ◆ Conduct performance audits requested by the Board of Supervisors through approved motions, provide written reports summarizing the findings and recommendations, and brief the requesting Supervisor or other members of the Board of Supervisors as requested. ◆ Present performance audit findings and recommendations to the Government Audit and Oversight Committee and respond to Committee questions. ◆ Prepare and present policy analysis reports as requested by individual members of the Board of Supervisors. These will cover projects that will require approximately 240 staff hours or less each. ◆ Coordinate the Board of Supervisors response to Grand Jury recommendations directed to the Board of Supervisors. ◆ Participate in the Public Utilities Commission Revenue Bond Oversight Committee as mandated by Proposition P. 	6,660
Total		16,860

Reporting Requirements

1. Submit monthly reports to the Clerk of the Board on service hours provided for each of the three service categories.
2. Based on the actual service hours used, the Budget and Legislative Analyst may re-allocate service hours among the three service areas by up to 20 percent of total hours.
3. The Budget and Legislative Analyst must obtain Board of Supervisors approval for re-allocation of hours between service categories that exceed 20 percent of the total hours.