

**COUNTY OF SOLANO**  
**STAFF ANALYST (ENTRY)**

**Rev: 03/06**

**DEFINITION**

Reviews, analyzes, audits and monitors budgets, expenditures, contracts, and other items; conducts analytical studies involving the operations and programs of the department served to develop and/or improve systems and procedures; and supports departmental operations, programs and/or services including fiscal operations, productivity improvement, system design.

**CLASS CHARACTERISTICS**

This is the entry level in the Staff Analyst series that is expected to perform professional level staff work under training. Incumbents learn County practices and the operations and activities of the Department/Division to which they are assigned. Incumbents apply professional knowledge and implement operating procedures. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This job class is distinguished from the journey level Staff Analyst in performing the less complex projects that are narrower in scope or specific portions of larger projects. Work fits an established structure or pattern. Positions assigned to this level exercise less independent discretion and judgment in matters related to work procedures and methods than is expected at the journey level. Incumbents may provide supervision over a small clerical or technical support staff. However, budgetary analysis and problem solving are the major components of this class concept. Positions in this classification are flexibly staffed to the journey level and are expected to demonstrate the necessary knowledge and abilities for promotion within eighteen (18) months.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory/management personnel within the assigned department.

May provide supervision to clerical or technical support staff.

**EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Learns to perform the full range of budgetary responsibilities including to develop budgets based on analysis of data collected including impact on service levels and operations and/or information required by the funding source; to control specific departmental purchases and expenditures; to review financial data on an ongoing basis to assure conformance with established guidelines; to

recommend and establish general fiscal procedures to improve department operations based on cost/benefit studies.

Reviews actual expenditures, expenditure patterns, and projections of assigned department/division for conformance with respective budgets.

Receives and responds to requests for assistance in resolving projects that require immediate attention; participates in developing and providing budgetary information to be used for feasibility studies, project/program development, and analysis of program viability, effectiveness and efficiency; provides input as to financial implications of projects; participates in interdisciplinary program research and/or analysis and the preparation of written/verbal recommendations on a broad range of governmental and managerial problems.

Assists in planning and conducting studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, affirmative action, and training plans; analyzes need for, recommends and may implement new/changed data collection systems; develops reports and recommendations for appropriate action based on an analysis of gathered data.

Recommends and establishes contract forms and procedures; develops, reviews and makes recommendations concerning bid proposals and agreements, participates in interpreting contract terms and monitors adherence to same; recommends solutions to contractual problems; researches operational and fiscal requirements for specific grant proposals; prepares grant applications and all subsequent follow-up; recommends and monitors procedures for grant implementation.

Reviews work methods and systems to increase service efficiency/effectiveness; develops and recommends various policies and procedures; develops written procedures to implement adopted policy, changed regulation or to clarify and describe standard practices; researches available computer software to meet operational needs.

May supervise clerical and technical personnel engaged in administrative support activity.

Reviews present and pending legislation to determine effect on departmental organizations and presents recommendations in verbal or written form; prepares a variety of reports, records, correspondence and other documents.

Attends various meetings as needed.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Budget preparation principles, practices, and techniques; principles of budgeting, accounting, and organization.

Basic principles and practices applicable to specific assignment (e.g., public administration management, budgeting, staffing, automation, systems analysis, etc.).

Analytical techniques including data collection and presentation methods.

Legislative and judicial analysis resources.

Basic principles and practices of employee supervision and training.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

**Skills to:**

Utilize basic office equipment; use a computer to gather and analyze data.

**Ability to:**

Learn to review and prepare, analyze, monitor, and audit budgets, funding proposals, and narrative and statistical reports; understand and analyze expenditure reports; maintain accurate records and document actions taken.

Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to operations and programs of assigned department.

Understand program objectives in relation to departmental goals and procedures.

Plan, organize, and conduct analytical studies involving professional body of knowledge related to specific assignment.

Review and implement changes in work methods, systems, and procedures.

Learn to develop and implement operational procedures; interpret political and administrative direction and incorporate into operational policy and procedure.

Plan, coordinate, and initiate actions necessary to implement policy and administrative decisions.

Supervise and lead the work of others engaged in departmental projects/activities; plan, supervise, instruct, train, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates.

Plan, organize, and prioritize daily assignments and work activities.

Make decisions, use independent judgment, and work with little direct supervision as situations warrant.

Collect, compile, and analyze qualitative and quantitative data; draw logical conclusions and make appropriate recommendations.

Perform required mathematical calculations.

Maintain confidentiality of information.

Research regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.

### **Experience and Education/Training**

#### **Experience:**

One (1) year of full time work experience involving office administration, accounting or bookkeeping, and personal computer operations.

#### **Education/Training:**

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Accounting, Finance, or closely related field.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License may be required.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

### **SUPPLEMENTAL INFORMATION**

Positions allocated to this class may require specific knowledge and abilities relating to the assigned department.

Incumbents of this class should demonstrate the necessary knowledge and abilities for promotion to the working level of Staff Analyst within eighteen (18) months.

The class of Staff Analyst (Entry) is flexibly staffed to Staff Analyst (Journey) without further examination upon meeting the latter qualifications and with approval and discretion of the Department Head.

Independent travel may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds.) Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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Director of Human Resources

**Established Date:** December 2000

**BOS Date:** June 30, 2003

**CSC Date:** March 2006