

COUNTY OF SOLANO
STAFF ANALYST (SENIOR)

Rev. 03/06

DEFINITION

Reviews, analyzes, audits and monitors budgets, expenditures, contracts, and other items; plans coordinates, and conducts complex analytical studies involving operations and programs of an assigned department/division in order to develop/ and/or improve systems and procedures; oversees and participates in professional level work involving fiscal management, financial analysis, billing/collections, analysis of laws and policies, regulatory compliance, implementation of policies/procedures, and/or contract management and compliance.

CLASS CHARACTERISTICS

This class performs professional level staff work in support of departmental operations, programs, and/or services. Positions are responsible for providing analytical support to department management relative to diverse programs and complex fiscal matters, and for recommending and implementing solutions to sensitive interdepartmental and intergovernmental matters. This level is distinguished from the journey level Staff Analyst by performing the more complex work of the unit, by supervising or providing technical oversight over a small professional support staff and/or technical and clerical support staff, and/or by performing all of the Staff Analyst related duties for a large and complex department. This classification is distinguished from the Policy and Financial Analyst in that the latter assimilates and articulates the work being performed by their assigned professional staff and serves as an advisor to the department head, division manager, and to the County Administrator's Office on financial, staffing and other departmental administrative functions.

SUPERVISION RECEIVED AND EXERCISED

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

May provide supervision to professional, clerical and/or technical support staff.

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

Manages fiscal and budget activities; maintains fiscal and budgetary integrity and compliance of department programs; coordinates budget preparation, administers approved budgets, and monitors expenditures; projects year-end expenditures and revenues; provides financial analysis to maximize revenues and minimize expenditures; recommends and implements solutions to improve revenue generation for department programs; analyzes costs, projects trends in expenditures, and projects potential revenues based on expenditure trends; justifies projections and explains variances; analyzes and reports to management the impact of equity adjustments, increases in fixed costs, or other actions; coordinates with appropriate staff regarding revenue accruals, encumbrances, and

expenditure accruals; determines over-expenditures requiring transfer of funds and processes transfer requests; coordinates/participates in year-end closing process; develops financial reports, schedules, spreadsheets, and forms; submits budgets and financial reports to appropriate agencies; coordinates audit activities.

Manages administrative services; develops and implements policies and procedures; establishes goals, objectives, and timelines for projects and workload; plans and coordinates continuous improvement planning to improve efficiency and effectiveness of business and administrative processes; coordinates and integrates activities and business processes with other departments and divisions; monitors staffing patterns and makes staffing recommendations; plans for growth and future business needs; conducts operational studies and feasibility studies; assists with development of agenda items; plans and coordinates data systems, work flow, and space utilization; maintains and updates administrative policy/procedure manuals.

Supervises, directs, and evaluates staff as assigned, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists in evaluating efficiency and effectiveness of department programs, operations, procedures, practices, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.

Interprets, explains, and ensures departmental compliance with all applicable laws, rules, regulations, standards, safety practices, policies, and procedures; researches laws and regulations as needed; initiates any actions necessary to correct deviations or violations.

Provides technical guidance, consultation, and recommendations to department managers, supervisors, and staff regarding policies, practices, procedures, programs, actions, or related issues.

Manages and coordinates departmental accounting activities, which may include payroll, general accounting, accounts payable, accounts receivable, and/or asset management functions; manages and supervises operation of computerized fund/cost accounting systems; plans, analyzes, and coordinates equipment usage and fixed asset inventories.

Analyzes existing/proposed state/federal laws and policies; determines the impact of existing/proposed legislation on fiscal or administrative operations; plans for implementation of new legislation and addresses compliance issues.

Manages contracts and compliance; monitors and oversees contract development for annual department contracts and memorandum of understanding; manages development, distribution, and evaluation of requests for proposals and bid proposals; assists management with development and completion of contracts; requests contract approvals and amendments; supervises claims for payments to contractors and monitors contract budgets; implements and updates database for contract management; develops contract monitoring tools and reports; monitors quality control, data collection, and outcome management; develops auditing guidelines; supervises or performs

audits to monitor contractual compliance; directs resolution of contract problems for divisions and providers.

Performs grant administration; monitors and administers grants and other major sources of funding; prepares grant claims and monitors grant budgets; develops and distributes grant budget reports; assists state/federal auditors with grant audits.

Manages billing/collections; reviews/analyzes billing practices and procedures to ensure maximization of department revenues and compliance with state/federal regulations, and recommends/implements appropriate changes; supervises or performs audits to ensure accurate billing and documentation for services provided; coordinates implementation of billing software systems and monitors software performance; resolves billing problems.

Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

Attends meetings, serves on committees, and makes presentations as needed; represents the department at meetings; provides staff support for committee meetings as needed, which may include preparing agendas, recording/preparing minutes, or distributing documentation.

Maintains a comprehensive, current knowledge of applicable laws, regulations, policies, and procedures; reads professional literature; attends workshops and training sessions as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Policies, procedures, and activities of the County and departmental practices as they pertain to the performance of duties; agency goals and purposes; terminology, principles, and methods utilized within the department.

Laws, standards, rules, and regulations pertaining to specific duties and responsibilities of the position.

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

Standard operating procedures and administrative systems used in local public sector agencies.

Principles and practices associated with governmental accounting, budget preparation, budget administration, and financial analysis.

Analytical techniques including data collection and presentation methods.

Legislative and judicial analysis resources.

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:

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.

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.

Consult with executive level management staff.

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.

Determine the appropriate course of action in emergency or stressful situations.

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

Review and prepare budgets, funding proposals, and narrative and statistical reports; understand and analyze expenditure reports; maintain accurate records and document actions taken.

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:

Two (2) years of experience as a Staff Analyst or its equivalent in a public or private agency, to include experience involving office administration, accounting, personal computer operations, and specific experience involving area of assignment (such as financial/budget analysis, budget administration, auditing, cost accounting, contract management, human resources administration, safety/risk management, program coordination, and/or supervision).

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.

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 work station.

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or bright/dim light.

Director of Human Resources

Established Date: December, 2000

BOS Date: June 30, 2003

CSC Date: March 2006