

## COUNTY OF SOLANO

### STAFF ANALYST

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 fully qualified, professional journey level class in the Staff Analyst series. Incumbents are assigned to a division or multiple units in a division for which they perform budget analysis/preparation and administrative/operational consultation. Although much of the time is spent in budget preparation and expenditure review, incumbents provide consultation to the assigned division on a broad range of issues. This series is characterized by the responsibility to plan, organize and perform professional level staff work serving as an expert or resource in the assigned area of responsibility. Incumbents are responsible for identifying and analyzing complex problems that cover the full scope of organizational activities in the assigned area(s) as well as recommending and implementing solutions. Incumbents may provide supervision over a small clerical or technical support staff. However, budgetary and analytical problem solving is the major component of this class concept. This class is distinguished from Staff Analyst (Senior) by a combination of the amount of guidance received, the diversity, complexity and breadth of projects assigned and the level of supervision provided over technical and professional level staff. Positions in this class are flexibly staffed from the entry to the journey level, are normally filled by advancement from the entry level or, if filled from the outside, require equivalent experience.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned supervisory position, and may receive technical oversight from a higher level analyst.

May provide supervision to clerical or technical staff.

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

Develops budgets based on analysis of data collected including impact on service levels and operations and/or information required by the funding source; controls specific departmental purchases and expenditures; reviews financial data on an ongoing basis to assure conformance with established guidelines; recommends and establishes 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 high profile projects that require immediate attention; develops and provides 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.

Plans and conducts 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, interprets 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.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

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

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.

Analytical techniques including data collection and presentation methods.

Legislative and judicial analysis resources.

Supervisory principles and practices.

**Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Prepare, analyze, monitor, and audit budgets, funding proposals and narrative and statistical reports.

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

Collect, compile and analyze qualitative and quantitative data.

Review and install changes in work methods, systems and procedures; develop and implement operational procedures; plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

Understand, interpret and explain laws, regulations and policies governing program operations.

Make decisions and independent judgments.

Consult with executive level management.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations, procedure and/or technical reference materials.

Determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate into operational policy and procedures.

Maintain confidentiality of information.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; work effectively with others who have objectives counter to assigned role.

Establish and maintain cooperative working relationships; secure cooperation and teamwork among professional and/or support staff.

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

#### **Experience:**

One (1) year of responsible professional work experience equivalent to the functions performed by a Staff Analyst (Entry) within the particular field of expertise required

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

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

### **SUPPLEMENTAL INFORMATION**

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

Positions allocated to this class may require specific knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Independent travel may be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

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.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve 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. 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:** Tasks may involve exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

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Director of Human Resources

**Established Date:** May 2000

**BOS Date:** June 30, 2003

**CSC Date:** March 2006