



JULY 2012
FLSA: EXEMPT

PRINCIPAL STAFF ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, develops, implements, and manages the most complex analytical and administrative duties in support of assigned District programs and operations that have an impact on District-wide services and operation. Assignments are inclusive but not limited to budget analysis, program analysis, and project management. Designs and conducts complex investigative research, compiles and analyzes data, and makes appropriate recommendations based on analysis. Works closely with District's management staff in providing professional and technical expertise and advice; prepares various reports to improve the efficiency and effectiveness of operations; performs a variety of significantly complex and responsible professional tasks relative to assigned area(s) of responsibility; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Staff Analyst series that plans, develops, and implements policies and procedures for assigned function(s), including multi-divisional and/or departmental budget preparation, contract administration, management analysis, and program evaluation. Employees perform the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of assigned function(s). Employees at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility and provide leadership to less experienced staff. Responsibilities may include the oversight of programs and/or projects and leads by example. This class is distinguished from supervisory or management classifications in that the latter are responsible for planning, organizing, and coordinating all programs, projects, and activities of a major work section or division and for the full supervision of assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as an expert and/or internal consultant to management regarding the larger and most complex professional level research, administrative, operational, financial, and analytical duties in support of assigned District programs and operations; provides guidance and expert level advice relative to area(s) of assignment; provides assistance in various operational studies impacting the whole organization.

- Participates in special projects including researching new programs and services, budget analysis and preparation, and feasibility analyses; develops and implements new or revised programs relative to area(s) of assignment; provides assistance to other areas in implementing new or revised programs.
- Develops and implements new or enhanced systems, methods, and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on program progress; makes adjustments as necessary.
- Conducts complex and specialized organizational, as well as, regional research, studies, and surveys relative to assigned area(s); analyzes information, develops alternative recommendations regarding organization-wide policies, procedures, and programs to address identified issues/concerns, and implements approved recommendations.
- Conducts special research assignments, gathers data, and prepares technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consults with all levels of District personnel and outside agencies; develops recommendations including District-wide policies and procedures and new management and business practices.
- Provides professional assistance in resolving complex operational and administrative problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.
- Prepares complex administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with District staff, outside agencies, and associations to obtain information.
- Assists with the budget process; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests and requests for changes in budget allocations throughout the fiscal year; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
- Provides complex staff assistance to management and executive management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Coordinates assigned services and project activities with all levels of District staff, committees, and task forces as well as external organizations and agencies, and the general public; organizes and directs inter-departmental, cross-functional project teams; represents assigned projects, programs and functions on committees and task forces to develop, schedule, implement, and monitor programs and projects that have a District-wide impact; responds to and resolves difficult and sensitive inquiries and complaints.
- Performs professional-level administrative duties such as developing staff reports, evaluating existing and proposed policies and procedures, and participating in the development and measurement of industry benchmarks; consults with and advises department personnel; makes recommendations and reviews and evaluates the implementation of changes.
- Develops, coordinates, and prepares scopes of work for assigned programs and projects; consults, researches, negotiates, and monitors assigned contracts and agreements with outside suppliers, service providers, and others; ensures work is performed in compliance with contracts and agreements.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of public administration including the organization, functions, and problems of public agencies.
- Project and/or program management, analytical processes, and report preparation techniques; departmental or District-wide programs such as, but not limited to, purchasing, personnel, risk management, finance, budgeting, and other related governmental programs.
- Advanced principles and applications of critical thinking and analysis.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of public agency programs, services, and administration.
- Public relations techniques.
- Principles and practices of contract administration and evaluation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic principles and practices of employee supervision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Inspect the work of others and maintain established quality control standards.
- Train others on proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Resolve conflict through workable solutions and alternative approaches.
- Apply critical thinking and analysis to a broad range of situations.
- Develop and implement goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and highly complex administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSA.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business administration, public administration, or a related field; AND,
2. Five (5) years of increasingly responsible experience performing research, analysis and budgetary duties.

License or Certificate:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.