



**JULY 2012**  
**FLSA: EXEMPT**

## **SENIOR 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, performs a variety of complex analytical and administrative duties in support of assigned function or operations including budget analysis, program analysis, project management, and contract administration; conducts investigative research, compiles and analyzes data, and makes appropriate recommendations based on analysis; prepares various reports to improve the efficiency and effectiveness of operations; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Staff Analyst series providing administrative and analytical support to assigned functions and operations within a Department. Employees at this level perform more difficult assignments, projects, technical analyses, and programs assigned to classes within this series, receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of the concepts, practices, procedures, and policies of the assigned function. Responsibilities may include guidance on programs and/or projects and leads by example. This class is distinguished from the Principal Staff Analyst in that the latter performs the most complex assignments and projects that require a higher level of knowledge and skill, and provide functional and technical direction to less experienced 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.*

- Performs a variety of complex professional-level research, administrative, operational, financial, and analytical duties in support of assigned programs and functions within a department; conducts studies, research projects, and analyses by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Facilitates the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area.
- Conducts studies of new and existing programs and special projects; researches and analyzes organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consults with District personnel and outside agencies; develops

- recommendations; assists with the development of policies and procedures; participates in program implementation and monitors activities.
- Resolves operational and administration problems by identifying problem areas and issues; conducts research to determine alternative solutions; makes recommendations; assists in the implementation of recommendations.
  - Independently prepares 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.
  - Coordinates the budget process; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests and requests for budget allocation changes from department personnel throughout the fiscal year; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
  - Provides professional staff assistance to 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.
  - Manages assigned services and project activities with other District programs, functions, boards, committees, and task forces as well as external organizations and agencies, and the general public; represents assigned department on committees and task forces to develop, schedule, implement, and monitor programs and projects that impact various District departments; responds to and resolves inquiries and complaints.
  - Coordinates 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.
  - Consults, researches, negotiates, and monitors assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
  - Implements and administers contracting processes for assigned area; ensures adherence with applicable rules and regulations.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional area(s) of assignment and issues related to field of expertise.
  - 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.
  - Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of business organization and public administration.
- Principles and applications of critical thinking and analysis.
- Operational characteristics, services, and activities of assigned program area.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles of business letter writing and report preparation.
- Principles and practices of record keeping and records management.
- Principles and practices of contract negotiation, preparation and monitoring.

- 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 programs.
- 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.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Perform a variety of complex analytical and administrative duties in support of assigned programs and functions.
- Understand the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Apply critical thinking and analysis to a broad range of situations.
- Use critical thinking techniques in reaching independent decisions.
- Conduct various organizational, fiscal, and administrative studies and analyses including those on new and existing programs and special projects.
- Collect, evaluate, and interpret information and data from multiple sources.
- Coordinate budget preparation and administration.
- Develop recommendations for problematic areas and implement and monitor changes.
- Prepare clear and concise analytical, administrative and financial reports.
- Interpret and analyze financial reports.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- Consult, research, negotiate, and monitor contracts and agreements.
- Interpret technical information for a variety of audiences.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Lead subordinate-level staff on programs and projects.
- Train others on proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- 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.
- 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 OCSD.

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. Three (3) years of increasingly responsible experience in performing research, analysis and budgetary duties.

**Licenses and Certifications:**

- 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; 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. Positions in this classification frequently lift and carry reports and records that typically weigh less than 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.