



JULY 2012
FLSA: EXEMPT

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 supervision, performs a variety of routine to 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 supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Staff Analyst series providing administrative and analytical support to assigned functions and operations within a Department. The main focus at this level is a professional analytical role, and any non-analytical duties performed are incidental. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Staff Analyst level, and the exercise of independent discretion and judgment is less in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Staff Analyst in that the latter performs the full range of duties assigned to the class series and is responsible for more complex assignments and projects that require a higher level of knowledge and skill.

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 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.
- Participates in 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.

- Participates in 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.
- Provides assistance in resolving operational and administration problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in the implementation of recommendations.
- Assists in preparation of administrative, operational, and financial reports to include 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 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.
- Assists in the coordination of 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.
- Performs 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.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of business organization and public administration.
- 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.
- Basic principles and applications of critical thinking and 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.
- Basic 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.

- 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 a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Perform a variety of routine to 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.
- Participate in 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.
- Assist with budget preparation and administration.
- Prepare clear and concise analytical, administrative and financial reports.
- Interpret and analyze financial reports.
- 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.
- 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 critical thinking techniques effectively.
- 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. One (1) year of 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.