



**DECEMBER 2018
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 or direction, performs a variety of routine analytical, technical and administrative duties in support of assigned function or operations including budget and financial processing and routine data analysis, program and management analysis, customer service and analytical support for program operations, and/or contract monitoring; conducts 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 or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of three (3) levels within the analysis job series providing administrative, technical and analytical support to assigned program, management and/or financial functions and operations. The main focus at this level is both a technical and analytical role, with work involving program implementation and related transaction processing, research and data compilation and coordination activities. 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. The majority of work is transaction based and 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 journey-level professional 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)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Performs a variety of research and data compilation in support of assigned programs and functions within a department; reviews and processes complex financial transactions; tracks financial information; assists with the conduct of studies, research projects and analyses. Prepares and interprets routine financial reports; provides financial technical assistance; assists with financial reporting

activities and monitoring in the areas of debt financing, investments, cash management and other treasury functions.

- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- 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 organizational, technical and fiscal data to determine feasibility, identify problems, and develops recommendations; assists with the development of policies and procedures; participates in program implementation and monitors activities.
- Provides assistance in resolving operational and administrative 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.
- 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. 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.
- 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; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as assigned.

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.
- Principles and practices of customer service and techniques for effectively communicating 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.
- Utilize a computer, relevant software applications and/or other equipment.
- 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.
- Adhere to safe work practices and procedures in the workplace.
- Effectively 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 effective 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. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, or a related field.

Licenses and/or Certifications:

- None.

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 weighing up to 10 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.