

City of San José
CLASS SPECIFICATION

Title: Senior Analyst (FT/PT) (1654/1655)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under general direction, performs professional analytic work in support of an assigned functional area, such as budget, finance, grant administration, organizational analysis, general administration and human resources. Assignment areas may be department specific, or may include functions encompassing multiple departments. May manage a unit or section, supervising the work of professional, technical, or clerical staff. Coordinates services with other City departments, divisions, outside agencies and private organizations, and the general public. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the professional Analyst series responsible for performing the most complex administrative assignments in support of management, and for supervising/leading the work of professional staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the lower level class of Analyst II in that the latter class performs journey level work and is not responsible for supervising or leading the work of other professional staff.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university and four (4) years of increasingly responsible experience in general management/administrative analytic work in the areas of budget, finance, grant administration, organizational analysis, general administration, human resources, or related field in general analytical work.

Acceptable Substitution

One (1) year of additional education above the Bachelor's Degree level may be substituted for one (1) year of the required management/administrative analytic work.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license may be required for some assignments.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promote job performance.
- Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Confers with department managers on the more difficult management/administrative problems, supervises or leads in gathering facts and data for problem resolution; evaluates, prepares reports and recommendations for improved City departmental operations, services systems or organizational methods; implements goals, objectives and guidelines utilizing resources effectively to improve efficiency and effectiveness.	Daily/Several Times
2.	Prepares and monitors the department or division budget; prepares revenue estimates and forecasts; establishes fees and charges; prepares and monitors operating and capital budgets, grants, contracts, and other financial transactions.	Daily/Several Times
3.	Analyzes organizational structures, functions, procedures, and practices; provides analyses and recommendations of various kinds and levels of services provided by City government, authorized manpower, and other budgeted resources; recommends process improvements/alternative service delivery models.	Daily/Several Times
4.	Negotiates, develops contracts, grants and special funds to meet specific City or department needs; prepares bids and specifications; monitors timely fulfillment of deliverables by contractor/consultant, reviews compliance of contractor/consultant work progress and accuracy of consultant/contractor billing submitted for work completed.	Daily/Several Times
5.	Manages, supervises, or coordinates administrative and analytic staff support activities in a variety of departmental functions, providing the direct planning, management and monitoring of services in assigned area.	Daily/Several Times
6.	Consults with administrative, supervisory and line personnel of City departments in determining training and educational needs; establishes and monitors in-service training programs; conducts regular safety training programs for supervisory or line personnel; and participates in employee relations.	Daily/Several Times
7.	Confers with departmental officials to determine personnel needs and provide assistance on Human Resources services, including recruitment, classification and compensation studies, employment examinations, workers compensation, and performance management at a Department or City-wide level.	Daily/Several Times
8.	Uses automated data processing applications, including spreadsheets and databases, to analyze and present information; uses word processing software to review, revise and format documents for department needs and record keeping; uses e-mail system, calendaring and scheduling with effective, clear and concise written communication.	Daily/Several Times

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9.	Supervises subordinate supervisory and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations. Evaluates training needs and workload balance for staff and prepares plan for implementation.	Daily
10.	Ensures that the administrative function supervised is in compliance with complex federal and state laws, rules and regulations, and local codes and standards. Implements changes to processes required by changes in legislation.	Weekly
11.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 12/88, Rev. 6/92, Rev. 09/17; s002