CLASS SPECIFICATION
Financial Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs responsible financial, statistical, budgetary and other management analyses in support of the development and administration of City and bureau budgets, including the preparation and/or review and analysis of financial plans, operations and organization; assists in the preparation of recommendations on both long-term financial plans and day-to-day business operations; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

Financial Analysts independently perform responsible analytical work in support of City and bureau financial, budgetary and other management goals and objectives. Assignments are typically received in terms of expected outcomes and incumbents are expected to act independently to develop required information. Assigned projects may include statistical analysis, policy development, budget development, legislative analysis or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

Financial Analyst is distinguished from Assistant Financial Analyst in that incumbents in the former class independently perform more difficult and varied analytical work, on assignments having greater impact on bureau operations or City programs requiring the exercise of greater independent judgment and initiative. Financial Analyst is further distinguished from Senior Financial Analyst in that incumbents in the latter class are expected to resolve problems that deviate from policy or make recommendations for required policy determination, subject to supervisory review and approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the planning, development, implementation and administration of bureau budgets or the Citywide budget for assigned bureaus or funds; performs difficult and responsible assignments in connection with preparation and management of bureau or division budgets; with direction, develops financial plan projections and documents; prepares revenue and expenditure analyses, staffing

analyses and budget status and monitoring reports; develops and presents recommendations; drafts and/or analyzes budget request reports and documents, including budget adjustment requests.

2. Conducts analyses of division or bureau budget proposals; conducts analyses to identify issues and opportunities; develops alternative scenarios to improve service delivery at lower costs.

3. Develops revenue estimates and coordinates and prepares interagency agreements.

4. Explains budget guidelines for to bureau managers and supervisors; reviews and evaluates requests to ensure compliance with established guidelines.

5. Participates in preparation, review, evaluation and monitoring of capital improvement plans and budgets; monitors and updates operating and capital budgets to reflect budget adjustments and funding changes; reviews CIP requests for technical compliance; incorporates with bureau operating budget requests.

6. Develops and utilizes spreadsheets, databases and other computer applications required to carry out assigned studies, projects and reports.

7. Performs financial analyses and statistical computations for various rate studies, financial models and cost allocation plans.

8. Prepares periodic and ad-hoc financial reports and provides in-depth analysis of financial conditions and future trends; maintains integrity of the internal budget and accounting system.

9. Assists in reconciling year-end fund balance reports and forecasting multi-year revenues and expenditures at project and program level.

10. Researches and answers financial and budget inquiries submitted by staff, City management, citizens, other municipalities and the City Council.

OTHER DUTIES

1. Performs a variety of special projects and analyses as assigned.

2. Coordinates with activities with representatives of other divisions, bureaus and/or OMF in the course of completing work assignments, particularly involving the budget.

3. May provide lead work direction and guidance to other professional or administrative staff providing assistance on assigned projects.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, economic and procedural analysis.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
3. Principles, practices, methods and techniques of financial analysis and forecasting, including statistical modeling techniques.
4. Principles, practices and methods of municipal budget development and management.
5. Basic principles, tools and techniques of project planning and management.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of sound business communication.
8. The uses and operations of computers and standard business software.

Ability to:

1. Analyze financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and budget policies and procedures to other bureau staff.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents involving technical, budgetary and financial data in a manner appropriate to the audience.
5. Present conclusions and recommendations clearly, logically and persuasively.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance or a related field; and at least two years of progressively responsible experience performing governmental budget and finance analysis; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0827 FINANCIAL ANALYST Adopted: 07-01-92

June 2009 - Change Job Class number from 7376 to 30000567, due to system change.