

CLASS SPECIFICATION
Senior Financial Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs complex financial, budgetary, statistical and 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; performs highly complex analyses and provides sound professional recommendations and assistance in long-term financial planning, day-to-day business operations and policy formulation and implementation; 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

Senior Financial Analysts perform complex technical, financial and statistical analyses associated with the development, approval, implementation and monitoring of bureau or Citywide operating and capital budgets, the formulation of rate recommendations and the analysis of capital development and financing alternatives. Incumbents are expected to work closely and collaboratively with other bureau staff to provide assistance in managing funds and making sound business and financial decisions. Work requires a thorough understanding of budgetary and financial analysis principles, methods and techniques, the exercise of professional judgment in selecting appropriate analytical methods and latitude in developing proposals and recommendations. Incumbents may provide lead work direction or/supervision of a small group of other professional and technical staff.

Senior Financial Analyst is distinguished from Financial Analyst in that an incumbent in the former class performs the more difficult and complex analyses on issues requiring the exercise of independent judgment based upon broad background and experience in developing and administering large scale, complex budgets and funds.

Senior Financial Analyst is distinguished from Principal Financial Analyst in that incumbents in the latter class are responsible for supervising and independently planning and carrying out financial planning and forecasting analyses and studies, including rate analysis and rate structure setting, requiring a thorough understanding of appropriate analytical tools and their application to financial and business issues of broad importance and City impact.

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 planning, developing, implementing and administering a bureau budget or the City-wide budget.
2. Analyzes difficult and complex budget and financing proposals; meets with managers to evaluate budget request justifications; reviews revenue projections for reasonableness; makes recommendations on proposals and other budgetary matters; conducts analyses to identify issues and opportunities; develops recommendations to improve service delivery at lower costs.
3. Performs complex analyses related to the development of internal and external interagency agreements; develops revenue estimates and coordinates or prepares interagency agreements involving complex financing and rate arrangements.
4. Explains budget guidelines to bureau managers and supervisors; reviews and evaluates requests to ensure compliance with established guidelines.
5. Provides financial and budgetary advice and counsel to managers in carrying out their day-to-day business responsibilities.
6. Participates in preparation, review, evaluation and monitoring of long-range capital improvement plans and budgets; performs complex analyses of capital program funding sources and ensures all legal and statutory requirements are addressed; 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.
7. Conducts operational and organizational studies of financial systems; analyzes and researches alternatives for improving the system; prepares written recommendations.
8. Builds databases or spreadsheets of financial, economic, financial market and other data and uses specialized software to generate forecasts of financial, rate and revenue impacts; creates financial models; performs complex financial analyses and statistical computations for rate studies, bonded debt requirements and cost allocation plans; develops and analyzes benchmarking and performance management tools.
9. Prepares periodic and ad-hoc financial reports and provides in-depth analysis of financial conditions and future trends.
10. Makes presentations to bureau directors, managers and the City Council on complex budgeting and financial matters having significant financial and other organizational implications; researches and answers financial and budget inquiries submitted by staff, City management, citizens, other municipalities and the City Council.

11. Plans, organizes and conducts difficult management and legislative analysis studies; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; presents findings, conclusions and recommendations to management; prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.

OTHER DUTIES

1. Performs a variety of special projects and analyses as assigned.
2. Coordinates activities with representatives of other divisions, bureaus and/or OMF in the course of completing work assignments, particularly involving the budget.
3. Provides lead work direction, training and assistance to other Financial Analysts, accounting staff and others to efficiently accomplish work objectives.
4. Analyzes and coordinates short- and long-term debt financing, cash flow modeling and debt service repayments.

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. City financial and budget policies, practices and procedures.
8. Principles and practices of sound business communication.
9. Uses and operations of computers and standard business software.

Ability to:

1. Perform complex analyses of financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret a wide range of complex data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies and budget policies and procedures to other bureau and City 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. Provide work direction and guidance to other staff to accomplish overall work objectives most efficiently.
9. 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 four years of progressively responsible governmental budgeting or finance experience; or an equivalent combination of training and experience.

Licenses, Certificates and Special Requirements:

A valid state driver's license may be required.

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

Revised:

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

0828 SENIOR FINANCIAL ANALYST. Adopted: 07-01-92

0942 ECONOMIST I. Adopted: 07-01-92; Revised: 03-30-98

0952 SENIOR MANAGEMENT ANALYST. Adopted: 06-18-97

June 2009 - Change Job Class number from 7377 to 30000568, due to system change.