

**CLASS SPECIFICATION**  
**Principal Financial Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs highly complex and responsible financial, budgetary, statistical and other management analyses in support of City and bureau financial, budgetary and other programs; provides sound, expert professional recommendations for action and significant assistance in formulating policy and legislative positions; facilitates and provides expert support to bureau long-range financial and strategic planning initiatives; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Principal Financial Analysts conduct and carry out highly complex analyses and studies on a wide range of financial, budgetary, rate setting and other organizational issues in support of the planning and execution of City and bureau goals and objectives. Incumbents are expected to define and apply appropriate study methodologies, utilize sound analytical tools and techniques and apply accepted project planning and management practices on large-scale projects to ensure timely achievement of study goals and objectives. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved.

Principal Financial Analyst is distinguished from Senior Financial Analyst in that incumbents in the former 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. Plans, organizes, coordinates, supervises and conducts complex financial, budgetary or management studies relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures.

2. Performs highly complex work in conducting specialized financial and revenue analyses; researches national practices and trends in development of new sources of revenue; evaluates a variety of associated community and administrative issues, ranging from community and political sensitivity to additional fees and charges, administrative and technology capabilities for implementation to forecasted resource requirements; prepares option papers; conducts cost benefit analyses and other studies; develops and presents recommendations and implementation action plans.
3. Develops, negotiates and manages interagency and intergovernmental agreements related to finance, operations and capital projects.
4. Plans, develops, implements and administers bureau budget programs or coordinates the central consolidation and administration of assigned bureau budgets and funds; conducts analyses of bureau budget proposals for reasonableness, cost/benefit and compliance with City objectives; recommends proposed future expenditures.
5. Reviews, evaluates, develops, implements 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.
6. Conducts complex operational and organizational studies of financial systems; analyzes and researches alternatives for improving the system; prepares written recommendations.
7. Builds databases and spreadsheets of financial, economic, financial market and other data and uses specialized software to generate complex forecasts of financial, rate and revenue impacts; creates financial models; performs complex financial analyses and statistical computations for rate studies and cost allocation plans; develops and analyzes benchmarking and performance management tools.

#### **OTHER DUTIES**

1. Performs a variety of special projects and analyses as assigned.
2. Coordinates with activities with representatives of other division and bureau managers and/or OMF in the course of completing budget, CIP, rate analyses and other complex and difficult financial analyses and studies.
3. Provides lead work direction, training and assistance to other financial and accounting staff and others to efficiently accomplish work objectives.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Advanced 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. City financial and budget policies, practices and procedures.
6. Principles, practices, laws and regulations governing public financing and the financial of capital projects.
7. Basic principles, tools and techniques of project planning and management.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. Principles and practices of sound business communication.

**Ability to:**

1. Perform highly 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.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
6. Communicate budget and financial information and interpret budget policies and procedures to bureau staff and to other City officials.
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.
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 business administration, finance or a closely related field; and at least five years of progressively responsible governmental budgeting, finance and or rate analysis experience; 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.

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**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):

0832 PRINCIPAL FINANCIAL ANALYST. Adopted: 07-01-92

0926 ADMINISTRATIVE SERVICES MANAGER. Adopted: 07-01-92

0943 ECONOMIST II. Adopted: 07-01-92

0953 PRINCIPAL MANAGEMENT ANALYST. Adopted: 06-18-97

June 2009 - Change Job Class number from 7378 to 30000569, due to system change.