

**CLASS SPECIFICATION  
Principal Debt Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs complex and sophisticated debt financing analyses and structuring assignments, including the development of financial plans, advanced debt structuring, bond sale planning, creation of disclosure documents and drafting of rating agency presentation materials; works with outside financing advisors and specialists such as bond counsel, rating analysts and investment bankers; provides advice and counsel to bureau managers; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Principal Debt Analyst performs highly complex professional duties in independently analyzing and making recommendations for the solution of complex management problems related to the issuance of public debt. Incumbents are expected to apply thorough knowledge of the principles, practices and methods of public financing, bond structuring and fiscal management and exercise substantial professional and administrative discretion in carrying out assigned projects and duties.

Principal Debt Analyst is distinguished from Senior Debt Analyst in that incumbents in the former class are assigned the largest and most complex public financing projects and serve as team leaders on projects of broad scope, visibility and financial impact on the City.

**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. Serves as team leader on large, complex public financing projects.
2. Prepares and reviews complex legal documents for the issuance and sale of bonds; recommends modifications; negotiates best advantage for the City.
3. Performs complex financial analyses for special capital projects proposed by City bureaus; evaluates financing alternatives and their financial and policy implications; prepares recommendations on financing and funding strategies.
4. Ensures compliance with federal arbitrage rebate requirements; develops complex financial models to calculate liability; evaluates financial options to minimize liability; works with City's rebate consultant and tax counsel as necessary.
5. Assists bureaus in developing and analyzing bond structures for planned financing to ensure compliance with bond covenants and revenue requirements.

6. Prepares requests for bids, including requests for proposals (RFPs), to solicit services for bond-related work, including RFPs for underwriters, bond counsel, and independent financial advisors; evaluates proposal responses and recommends the selection of firms.
7. Develops and maintains databases for debt-related financial and service information.

#### **OTHER DUTIES**

1. Completes special projects as assigned.

#### **MINIMUM QUALIFICATIONS**

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

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation.
2. Principles, practices, laws and regulations governing the financing of public facilities, including federal regulations pertaining to arbitrage rebate securities disclosure and tax law.
3. Available types of municipal financing vehicles, including general obligation bonds, revenue bonds, urban renewal bonds, special assessment bonds, pension bonds, advance-refunding bonds, tax anticipation notes, lines of credit, variable rate bonds and others.
4. Municipal bond market, bond rating criteria and the ratings process.
5. The operations and cycles of financial markets and factors affecting the movement of interest rates.
6. Research methods and statistical and financial analysis and modeling techniques.
7. Principles and practices of public administration, including purchasing and contracting.
8. Principles and practices of sound business communication.

##### **Ability to:**

1. Understand, interpret, explain and apply complex financial and legal documents applicable to City debt financing issues.
2. Analyze and evaluate alternative debt structures employing various financial techniques such as present value analysis and make sound conclusions and recommendations.
3. Model financial systems of water and sewer utilities and other revenue enterprises.
4. Use debt management software to evaluate and structure bond financing with multiple components such as construction funds capitalized interest, debt service reserves and refunding escrows.
5. Negotiate interest rates and other terms and conditions of City bond sales on behalf of the City.

6. Apply bond price indexing methodologies to evaluate the pricing of City bonds.
7. Communicate complex financial information clearly and persuasively to market analysts and the public.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
9. Establish and maintain highly effective working relationships with City elected officials and managers, independent financial advisors, brokers, underwriters, consultants, representatives of other governmental agencies, employees, the media 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 seven years of progressively responsible investment banking experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**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):

0833 PRINCIPAL DEBT ANALYST. Adopted: 06-16-93

June 2009 - Change Job Class number from 7382 to 30000573, due to system change.