

CLASS SPECIFICATION
Debt Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and responsible duties related to the planning, sale and ongoing management of the City's debt portfolio; coordinates with bureaus to ensure bond indentures and accounting/ budgetary requirements are met; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Debt Analysts perform difficult and responsible work in connection with the planning, sale and ongoing management of the City's debt portfolio. Incumbents independently conduct assigned studies and analyses requiring a sound understanding of City financial and debt policies and federal, state and local laws governing public financing and borrowings by local governments.

Debt Analyst is distinguished from Financial Analyst by an incumbent's specialization in the area of debt and capital financing programs and in assuring compliance with laws, regulations and policies governing public finance. Duties of Financial Analysts are primarily focused on development and monitoring of City and bureau budgets.

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. Performs financial and other analysis related to special capital projects proposed by City bureaus; evaluates funding alternatives and their implications for City and bureau operations and policies; prepares recommendations.
2. Participates in preparing arbitrage rebate analyses for bond issuances and assists in ensuring compliance with federal arbitrage rebate requirements; develops financial models for use in assigned projects; makes complex mathematical calculations, including debt burden, debt capacity and others.
3. Assists in developing bond authorization resolutions, soliciting bids and developing market comparables for use in negotiating sales.
4. Prepares requests for bids, including requests for proposals (RFPs), to solicit services for bond-related work, including RFPs for underwriters, bond counsel and financial advisor; participates in evaluating proposal responses and developing recommendations on bidder selection.

OTHER DUTIES

1. Develops and maintains databases for debt-related financial and service information.
2. Completes special project as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation.
2. Basic principles, practices, laws and regulations governing the financing of public facilities.
3. The operations and cycles of financial markets.
4. Principles and practices of public administration, including budgeting.
5. Research methods and statistical and financial analysis and modeling techniques.
6. 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. 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.
4. Communicate complex financial information clearly and persuasively to market analysts and the public.
5. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
6. 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 three years of progressively responsible investment banking 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.

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):

0829 DEBT ANALYST Adopted: 07-01-92 Revised: 04-29-94

June 2009 - Change Job Class number from 7380 to 30000571, due to system change.