

CLASS SPECIFICATION
Senior Debt Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and complex duties in the development of public financing projects, 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, on assigned projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Debt Analysts perform advanced professional duties in the development and structuring of public financing projects. Incumbents are expected to work independently on significant public financing projects or on components of larger and more complex projects. Incumbents must understand and apply a sound knowledge of the principles, practices and methods of public financing, bond structuring and fiscal management.

Senior Debt Analyst is distinguished from Debt Analyst in that incumbents in the former class are assigned to work independently on public financing projects that require a more comprehensive knowledge of the strategies, legal constraints, methods and practices public financing. Senior Debt Analysts may also provide lead direction and work guidance to lower level professional staff.

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. Prepares and reviews complex legal documents for the sale of bonds.
2. Performs financial analyses for special capital projects proposed by City bureaus; evaluates funding options, financial and policy implications; prepares recommendations.
3. Ensures compliance with federal arbitrage rebate requirements; develops models to calculate liability and evaluates financial options to minimize liability; works with City's rebate consultant and tax counsel as necessary.
4. Assists in developing and analyzing bond structures for planned financing to ensure compliance with bond covenants and revenue requirements.

5. Drafts 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 recommending 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. 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. City Code and financial and debt policies and procedures applicable to areas of assigned responsibility.
7. City budgeting practices and procedures.
8. Research methods and statistical and financial analysis and modeling techniques.
9. 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 five 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):

0831 SENIOR DEBT ANALYST. Adopted: 06-16-93; Revised: 04-29-94

June 2009 - Change Job Class number from 7381 to 30000572, due to system change.