

City of Portland

CLASS SPECIFICATION

ANALYST I

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to an Analyst III, Analyst IV, Supervisor, Manager, or other management-level position. Under routine supervision, performs professional administrative, management, operational, statistical, financial, and other analyses in support of Bureau/Office and Citywide activities.

Responsibilities include: performing administrative, management, program, policy, legislative, and financial analyses; assisting with budget monitoring; preparing analytical, statistical, and operational reports; preparing written and verbal recommendations to leadership. This includes critical analysis utilizing principles, concepts, and practices applicable to one or more fields of public administration and management.

DISTINGUISHING CHARACTERISTICS

Analyst I is the first of four classifications in the Analyst series.

Analyst I is distinguished from Analyst II in that the latter requires less supervision, may lead the work of Analyst I positions and other staff, exercises moderate discretion in applying analytical techniques and developing recommendations.

Analyst I is distinguished from specialized Analyst classifications in that the latter focus on work relevant to a specific analytical function.

Analyst I is distinguished from the Coordinator series in that the former exercises critical investigative ability, judgment, and discretion in making recommendations or decisions with an organizational impact and the latter evaluates data and collaborates with stakeholders to meet the goals of unit programs and functions.

Analyst I is distinguished from Administrative Specialist III in that the latter provides professional administrative work in support of office, business, or fiscal operations in accordance with established policies, procedures, and techniques.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Participate in the planning, development, and administration of research, programs, and projects; review project design, development, and implementation; research and analyze technical questions, scheduling, public involvement, budgeting, performance, and results; communicate with relevant parties; assist with developing and implementing plans, policies and procedures.

2. Research and compile data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data; perform causal analyses; assist in developing analytical techniques and data-gathering processes.
3. Utilize analytical models and forecasts to analyze and document project, program, or policy development and implementation, budget, fiscal year costs, revenue and expenditures, and staffing impacts; recommend updates to forecasting, planning, tracking, or performance monitoring models.
4. Prepare correspondence and reports identifying issues and presenting recommendations to management on a variety of budgetary, administrative, fiscal, policy, funding, legislative, program, project, and managerial issues.
5. Develop, maintain, and review code and policy recommendations and process improvement initiatives; respond to changes in federal and state laws and policies.
6. Assist with developing performance indicators; monitor and support program, project, operational development and management planning; determine whether performance is acceptable and identify opportunities for improvement; ensure all data is reliable, accurate, and relevant.
7. Update, adjust, reconcile and maintain budgets, financial systems and databases; ensure accuracy of entries; allocate costs to programs and monitor spending.
8. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve effectiveness and efficiency.
9. Assist in drafting proposed contracts, grants, and interagency agreements; tracking related contract performance, revenues, and expenditures.
10. Assist with analyzing the financial impacts of business decisions and draft fiscal impact statements.
11. Research, share information, and provide answers to questions from the public, elected officials, external public agencies and jurisdictions, other Bureaus/Offices, and various organizations, committees, community groups, and labor representatives.
12. Draft and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.
13. Perform a variety of Bureau-/Office-specific program administration and analytical functions in area of responsibility.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Build, assess, and update analytical models.
2. Ensure data in Bureau/Office and City systems conform to contract terms; identify system and internal control weaknesses; advocate for program changes; develop and update systems procedures.
3. Participate in development of Bureau/Office performance and annual reports.
4. Serve as liaison between designated Bureau/Office and other Bureaus/Offices.
5. Organize, coordinate, and implement training for assigned program; assist with training needs assessments; develop training curriculum and materials; evaluate training programs.
6. Analyze, investigate, and evaluate liability, disability, and workers' compensation claims against the City; contact involved insurance carriers, businesses, and individuals.
7. Monitor compliance and enforcement programs; track violations and impose remedies.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under routine supervision by an Analyst III, Analyst IV, Supervisor, Manager, or other management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, and methods of public administration, municipal budget development, public agency financial management and reporting, and administrative, organizational, procedural, and financial analysis.
2. Knowledge of fiscal policies, operations, procedures, administrative rules, and compliance guidelines, and relevant laws, regulations, and court decisions.
3. Knowledge of principles, tools, and techniques for project planning and management and sound business communication.
4. Ability to analyze and identify administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
5. Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and modeling.
6. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
7. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents involving administrative, organizational, technical, budgetary, and financial data; communicate complex analytical topics to non-technical audiences.
8. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
9. Ability to establish and maintain effective working relationships with Bureau/Office management and staff, representatives of other public agencies, the public, and others encountered in the course of work.
10. Ability to maintain accurate files, records, and documentation.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Course work from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

Experience: One (2) year of professional and responsible analytical or related work experience.

Special Requirements and/or Qualifications:

Specific licensure, certification, or training in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Bachelor's degree from an accredited college or university with major course work in management, business or public administration, or a related field.

Experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: