

City of Portland

## CLASS SPECIFICATION

### ANALYST II

**[CLASS CODE]**

**[ESTABLISHED DATE]**

#### **CLASSIFICATION SUMMARY**

Reports to an Analyst III, Analyst IV, Supervisor, Manager, or other management level- position. Under general supervision, performs professional and complex 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; monitoring budgets; preparing analytical, statistical, and operational reports; interpreting and advising management on the application of laws, rules, policies, and intergovernmental agreements; 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 II is the second of four classifications in the Analyst series.

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

Analyst II is distinguished from Analyst III in that the latter requires minimal supervision, leads the work of Analyst positions or other staff and may supervise subordinate staff, exercises discretion in organizational recommendations and decisions, and is responsible for performing more difficult and varied analytical assignments with greater organizational impact.

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

Analyst II 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.

#### **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. Plan, develop, implement, and administer 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; develop and implement 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; develop 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; review correspondence prepared by other Analysts and staff.
5. Develop 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.
6. Update, adjust, reconcile, and maintain budgets, financial systems, and databases; ensure accuracy of entries; allocate costs to programs and monitor spending.
7. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve effectiveness and efficiency.
8. Negotiate and draft proposed contracts, grants, and interagency agreements; track related contract performance, revenues, and expenditures; administer and track contracts and contractor performance.
9. Analyze the financial impacts of business decisions and develop fiscal impact statements.
10. 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.
11. Develop and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.
12. Provide training, problem-solving, advice, support, and guidance in areas of expertise; coordinate and serve on committees and workgroups.
13. Lead teams or provide assistance, guidance, and review work of other Analysts and staff.
14. Perform a variety of Bureau-/Office-specific program administration and analytical functions in assigned 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 complex analytical models.
2. Develop, design, and administer databases and data sets; determine requirements; track and report statistics; coordinate exchange of data with other agencies and Bureaus/Offices; oversee the integration and migration of data between databases.
3. 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.
4. Participate in development of Bureau/Office performance and annual reports.
5. Serve as liaison between designated Bureau/Office and other Bureaus/Offices.
6. Organize, coordinate, and implement training programs for assigned Bureaus/Offices; conduct training needs assessments; teach instructor-led courses; develop training curriculum and materials; evaluate training programs.
7. Implement compliance and enforcement programs; track violations; monitor regulatory changes; provide recommendations for process and program improvement.

8. Ensure program compliance with state and federal laws, policies, and regulations; monitor regulatory changes.
9. Analyze, investigate, and evaluate liability, disability, and workers' compensation claims against the City; respond to insurance carriers, businesses, and individuals; prepare legal analysis and case summaries; represent City at arbitrations and settlement conferences.
10. Assist in the development of legislative priorities; research funding strategies; provide recommendations to stakeholders.

### **SUPERVISION RECEIVED AND EXERCISED**

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

May lead or supervise lower-level Analyst or administrative positions.

### **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. Knowledge of principals, practices, and methods of change management and the social, intergovernmental, and operational issues influencing Bureau/Office operations.
5. Ability to work under limited supervision, independently determine methodologies, assumptions and data parameters to develop and adjust analytical models; determine report formatting; determine methods for resolving issues.
6. Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
7. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and modeling.
8. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
9. 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.
10. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
11. 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.
12. Ability to maintain accurate files, records, and documentation.
13. Ability to utilize City-specific technology and general office software.
14. Ability to provide work direction and guidance to other staff.

### **MINIMUM QUALIFICATIONS REQUIRED**

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

**Education/Training:** Associate's degree from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

**Experience:** Four (4) years of professional and responsible experience performing analytical or related work in a public agency.

**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 in management, finance, accounting, business administration, public administration, or a related field.

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

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

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: