

City of Portland

CLASS SPECIFICATION

ANALYST III

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager, Director, or other management- or executive-level position. Under minimal supervision, performs professional complex administrative, management, operational, statistical, financial, and other analyses in support of Bureau/Office and City activities. May supervise employees or provide guidance and oversight to designated employees.

Responsibilities include: independently performing administrative, management, program, policy, legislative, and financial analyses; budget monitoring; preparing analytical, statistical, and operational reports; interpreting and advising management on the application of laws, rules, policies, and intergovernmental agreements; formulating policies, procedures, and legislative positions; 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 III is the highest of three classifications in the Analyst series.

Analyst III is distinguished from Analyst II in that the former requires minimal supervision, leads the work of Analyst positions or other staff and may supervise subordinate staff, exercises considerable discretion in organizational recommendations and decisions, and is responsible for broad and complex analyses and studies with Bureau-/Office-wide impact.

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

Analyst III 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 other information 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; oversee project design, development, and implementation; supervise, research, and analyze technical questions, scheduling, public involvement, budgeting, performance, and results; communicate with relevant parties; oversee the development and implementation of plans, policies, and procedures.
2. Supervise and perform technically complex research and compilation of 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. Develop and 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. Oversee and 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 contracts, grants, and interagency agreements; track related contract performance, revenues, and expenditures; monitor contract and procurement compliance.
 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 teams, including managing policy, bylaws, facilitation, and logistical planning workgroups.
 13. Supervise, plan, organize, and evaluate the work of assigned employees; provide assistance, guidance, and review work of other Analysts and staff.
 14. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
 15. 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 assigned Bureau/Office and other Bureaus/Offices.
6. Oversee, 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; oversee apprentice and other on-the-job training programs.
7. Implement compliance and enforcement programs; monitor regulatory changes; provide recommendations for policy and program improvement.

8. Participate in the development of legislative priorities; develop and maintain funding strategies; provide recommendations to stakeholders.
9. Formulate and implement policies, procedures, and intergovernmental agreements.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by a Manager, Director, or other management- or executive-level position.

May directly supervise Analyst positions and other staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough 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. Thorough knowledge of fiscal policies, operations, procedures, administrative rules, and compliance guidelines, and relevant laws, regulations, and court decisions.
3. Knowledge of principals, practices, and methods of change management and the social, political, intergovernmental, and operational issues influencing Bureau/Office operations.
4. Knowledge of principles, tools, and techniques for project/program planning and management, and sound business communication.
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 work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. Ability to utilize City-specific technology and general office software.
14. May require the ability to supervise, evaluate, and provide 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: Bachelor's degree from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

Experience: Six (6) 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:

None.

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: