

**CLASS SPECIFICATION**

**ANALYST IV**

**PAY GRADE: 59**

**CLASS CODE: 30003009**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Director, or other executive-level position. Under minimal supervision, performs professional complex administrative, management, operational, statistical, financial, and other analyses in support of large-scale, strategic Bureau/Office and/or Citywide activities or projects. May supervise subordinate supervisors and provide guidance to designated employees.

Responsibilities include: supervising the work of staff and independently performing administrative, management, program, policy, legislative, and financial analyses, often in politically sensitive environments; 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 IV is the highest of four classifications in the Analyst series.

Analyst IV is distinguished from Analyst III in that the former requires minimal supervision, supervises the work of Analyst positions or other staff and may supervise subordinate supervisory staff; exercises considerable discretion in organizational recommendations and decisions, and is responsible for broad and complex analyses and studies with Citywide impact.

Analyst IV is distinguished from specialized Analyst classifications in that the latter focus on work relevant to a specific analytical function and the former has responsibility for high-level, complex analysis, often in politically sensitive environments.

Analyst IV is distinguished from the Coordinator series in that the former exercises critical investigative ability, judgment, and discretion in making high-level recommendations or independent 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; 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. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve effectiveness and efficiency.
  7. Negotiate and draft contracts, grants, and interagency agreements; track related contract performance, revenues, and expenditures; monitor contract and procurement compliance.
  8. Analyze the financial impacts of business decisions and develop fiscal impact statements.
  9. 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.
  10. Develop and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.
  11. Provide training, problem-solving, advice, support, and guidance in areas of expertise; coordinate and represent bureau/office on city-wide committees and teams, including managing policy, bylaws, facilitation, and logistical planning workgroups.
  12. Supervise, plan, organize, and evaluate the work of assigned employees; provide guidance, and review the work of other Analysts and staff.
  13. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
  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. Serve as a senior policy advisor to the Chief Administrative Officer.
2. Develop, design, and administer complex analytical models and databases; 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. Represent the City in negotiations with external stakeholders; develop options to meet multiple interests.
4. 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.
5. Participate in development of Bureau/Office performance and annual reports.
6. Serve as liaison between assigned Bureau/Office and other Bureaus/Offices.

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. Plan, manage, and direct the work of equity, diversity, and inclusion staff, programs, and projects; establish strategic goals, objectives, performance measures, and work with staff to deliver on equity, diversity, and inclusion programs, policies, and procedures; develop, analyze, and implement systemic changes to Bureau/Office and/or Citywide equity, diversity, and inclusion programs, policies, and procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

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

Directly supervises a minimum of one (1) employee. May supervise subordinate supervisory 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. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
6. 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.
7. Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
8. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and modeling.
9. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
10. 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.
11. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
12. 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.
13. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to utilize City-specific technology and general office software.
15. 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, business administration, public administration, or a related field;

AND

**Experience:** Eight (8) 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.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

02/2019 – Update specific duties