

COUNTY OF SOLANO
CLASS SPECIFICATION
STAFF ANALYST (ENTRY)
Effective Date of Revision: 04/12/2017

CLASS SUMMARY:

This is the entry level in the Staff Analyst series and incumbents in this class are expected to perform professional level staff work under training. Under close supervision, the Staff Analyst (Entry) reviews, analyzes, audits and monitors budgets, expenditures, contracts, and other items; conducts analytical studies involving the operations and programs of the department served to develop and/or improve systems and procedures; and supports departmental operations, programs and/or services including fiscal operations, productivity improvement, and system design.

Incumbents learn County practices and the operations and activities of the Department/Division to which they are assigned. Incumbents apply professional knowledge and implement operating procedures. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees assigned to this class exercise less independent discretion and judgment in matters related to work procedures and methods than is expected at the journey level.

Incumbents may provide supervision over a small clerical or technical support staff, however, budgetary analysis and problem solving are the major components of this class.

The position is considered to be flexibly-staffed to the journey level.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

Staff Analyst class which, under general supervision, performs a variety of financial management roles to include preparing, reviewing, analyzing, auditing and monitoring budgets, expenditures, grants, and contracts; and conducts analytical studies involving the operations, programs and services of the department to develop and/or improve systems and procedures and to recommend and implement solutions.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is provided by the supervisor of the work unit.

- May perform supervisory duties to direct reports in clerical and/or technical/paraprofessional classes such as:

- assigning work and planning and scheduling staff's work activities and deadlines;
- establishing standards for acceptable work products and evaluating performance;
- reviewing work and recognizing employees' work efforts and accomplishments;
- proposing disciplinary actions;
- interviewing applicants and recommending selections;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- providing instruction and/or guidance to employees in handling difficult or complex work problems;
- reviewing and approving timesheets and requests for leave; and
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to perform the full range of fiscal management responsibilities including:
 - to develop budgets based on analysis of data collected including impact on service levels and operations and/or information required by the funding source;
 - to recommend and establish general fiscal procedures to improve department operations based on cost/benefit studies;
 - to recommend and establish contract forms and procedures;
 - to develop, review and make recommendations concerning bid proposals and agreements,
 - to participate in interpreting contract terms and monitors adherence to same;
 - to recommend solutions to contractual problems;
 - to research operational and fiscal requirements for specific grant proposals;
 - to prepare grant applications and all subsequent follow-up;
 - to recommend and monitor procedures for grant implementation;
 - to develop and provide budgetary information to be used for feasibility studies, project/program development, and analysis of program viability, effectiveness and efficiency; and
 - to provide input as to financial implications of projects.
- Assists in planning and conducting studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, affirmative action, and training plans; analyzes need for, recommends and may implement new/changed data collection systems; reviews work methods and systems to increase service efficiency/effectiveness; develops and recommends various policies and procedures; develops written procedures to implement adopted policy, changed regulation or to clarify and describe standard practices; researches available computer software to meet operational needs; develops reports and recommendations for appropriate action based on an analysis of gathered data.
- May supervise clerical and technical personnel engaged in administrative support activity.

- Participates in interdisciplinary program research and/or analysis and the preparation of written/verbal recommendations on a broad range of governmental and managerial problems.
- Reviews present and pending legislation and judicial decisions to determine effect on departmental organizations and presents recommendations in verbal or written form; prepares a variety of reports, records, correspondence and other documents.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university preferably in Business Administration, Public Administration, Accounting, Finance, or a related field or, if in a related field, have completed nine (9) semester, or thirteen and one half (13.5) quarter units in the field of accounting.

AND

- **Experience:** One (1) year of full time work experience involving office administration, accounting or bookkeeping, and personal computer operations.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

[Note: The KSAs from the current class specification have been bulleted and, in some instances have been placed in a different order.]

Knowledge of:

- Budget preparation principles, practices, and techniques.
- Principles and practices of budgeting, and accounting.
- Analytical techniques including data collection and presentation methods.
- Legislative and judicial analysis resources.
- Basic principles and practices of employee supervision and training.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Basic mathematics for developing, preparing and completing numerical, budgetary and/or statistical reports.
- Computerized data collection, retrieval, and analysis.

- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Learn to review and prepare, analyze, monitor, and audit budgets, funding proposals, and narrative and statistical reports; understand and analyze expenditure reports; maintain accurate records and document actions taken.
- Learn to comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to operations and programs of assigned department.
- Learn to develop and implement operational procedures.
- Learn to interpret political and administrative directions and incorporate them into operational policies and procedures.
- Learn to plan, organize, and conduct analytical studies involving professional body of knowledge related to specific assignment.
- Understand program objectives in relation to departmental goals and procedures.
- Review and implement changes in work methods, systems, and procedures.
- Plan, coordinate, and initiate actions necessary to implement policy and administrative decisions.
- Supervise and lead the work of others engaged in departmental projects/activities; plan, supervise, instruct, train, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates.
- Plan, organize, and prioritize daily assignments and work activities.
- Make decisions, use independent judgment, and work with little direct supervision on the routine work and, as experience is gained, on the more complex work.
- Collect, compile, and analyze qualitative and quantitative data, and, from that data, draw logical conclusions and make appropriate recommendations.
- Research regulations, procedures and/or technical reference materials.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.
- Perform required mathematical calculations.
- Use a computer to gather and analyze data.
- Utilize basic office equipment.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to meet with contractors, to attend meetings with representative from other counties and with state and Federal agencies, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- **Date Approved by the Civil Service Commission:** December 2000
- **Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:** June 30, 2003
- **Date(s) Revised:** March 2006, April 12, 2017
- **Class Code:** 182010