

## Office of the City Auditor

### CLASS SPECIFICATION

#### ANALYST III

#### [AU Grade 58](#)

Established: December 13, 2018

#### **CLASSIFICATION SUMMARY**

Under minimal supervision, performs professional complex administrative, management, operational, statistical, financial, and other analyses in support of Auditor's Office 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; preparing written and oral recommendations to leadership. This includes critical analysis using 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. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

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 that affect the Auditor's Office, Bureaus, or have Citywide 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 the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. 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.
3. 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.

4. Develop and use 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.
5. 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.
6. Develop, maintain, and review code, laws, and policy recommendations and process improvement initiatives; respond to changes in federal and state laws and policies.
7. 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.
8. Update, adjust, reconcile, and maintain budgets, financial systems, and databases; ensure accuracy of entries; allocate costs to programs and monitor spending.
9. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve effectiveness, efficiency, and equity.
10. Negotiate and draft proposed contracts, grants, and interagency agreements; track related contract performance, revenues, and expenditures; monitor contract and procurement compliance.
11. Analyze the financial impacts of business decisions and draft fiscal impact statements.
12. 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.
13. Develop and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.
14. Provide training, problem-solving, advice, support, and guidance in areas of expertise; coordinate and serve on committees and teams.
15. Supervise, plan, organize, and evaluate the work of assigned employees; provide assistance, guidance, and review work of other Analysts and staff.
16. Perform a variety of Auditor's Office-specific program administration and analytical functions in assigned area of responsibility.

### **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 principles, practices, and methods of change management and the social, political, intergovernmental, and operational issues influencing the operations of the Auditor's Office.
4. Knowledge of principles, tools, and techniques for project/program planning and management, and sound business communication.

5. Ability to work with minimal 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 orally 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 management and staff, representatives of other public agencies, the public, and others.
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 use 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 quantitative methods, 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.

### **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:**

Analytical experience in a public agency.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: