

SENIOR STAFF ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, performs a variety of complex analytical and administrative duties in support of assigned function or operations including budget and financial analysis, management and program analysis, project management, and contract administration; conducts investigative research, compiles and analyzes data from various sources, and makes appropriate recommendations based on analysis; prepares various reports to improve the efficiency and effectiveness of operations; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of three levels within the analyst job series. Incumbents at this level perform the more difficult assignments, projects, analyses, and programs assigned to classes within the series, requiring the use of considerable discretion and independent judgment in performing assigned work and full and thorough knowledge of the concepts, practices, procedures, and policies of OC San. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include providing guidance on programs and/or projects and providing coaching and mentoring to lower-level staff. This class is distinguished from the Principal Staff Analyst in that the latter is responsible for performing the most complex assignments, analyses, and projects that require a higher level of knowledge and skill, serving as a designated subject matter expert and internal consultant, and providing functional and technical direction to less experienced staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area.
- Develops and standardizes office procedures and methods to continuously monitor the efficiency and effectiveness of services provided and resolve operational and administrative problems; identifies, recommends, and assists with implementing improvements in workflow, procedures, and use of resources, systems, and forms.

- Performs a variety of investigative research and data compilation and conducts a variety of analytical and operational studies and research projects regarding programs and functions; selects, adapts, and applies appropriate analytical, research, and statistical techniques; evaluates alternatives and makes recommendations; participates in the development and measurement of industry benchmarks and best practices; discusses, consults with, and advises staff and management on recommendations; reviews and evaluates implemented changes.
- Conducts research and analysis of OC San's debt financing and investment management alternatives; provides technical assistance to program consultants regarding debt financing and investments; develops necessary financing documentation and makes recommendations to management staff regarding financial issues; administers debt service payments and assists in the ongoing coordination, monitoring, and reporting of OC San's debt programs.
- Conducts studies of new and existing programs; researches and analyzes organizational, technical, and fiscal data and impacts to determine program feasibility, develop program goals, objectives, performance metrics, and implementation and evaluation plans, mitigate problems, and increase efficiencies; consults with OC San personnel and outside agencies; assists with the development of program policies and procedures; leads or participates in program implementation and monitors activities.
- Independently prepares administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with OC San staff, outside agencies, and associations to obtain information.
- Assists management in coordinating the budget process and developing assigned budget by collecting and analyzing budget requests, allocation changes, and historical and current financial data, conducting rate and fee analyses, and preparing preliminary budget estimates; conducts meetings with management to evaluate revenue and expenditure requests and changes and keeps all parties apprised of issues, challenges, and resolution thereof; makes recommendations and obtains final approval for changes; prepares budget reports, analyses, and documents; reviews budget submittals for completeness, accuracy, the appropriate use and reporting of funds, and adherence to OC San policies; monitors revenues and expenditure.
- Participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence.
- Manages and coordinates assigned services and project activities with other OC San programs, functions, boards, committees, and task forces, as well as external organizations and agencies and the general public; represents assigned department on committees and task forces to develop, schedule, implement, and monitor programs and projects that impact various OC San departments.
- Implements and administers contracting processes for assigned area; consults, researches, negotiates, and monitors assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements, OC San standards and industry best practices, and with applicable rules and regulations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional area(s) of assignment and issues related to field of expertise; researches emerging products and enhancements and their applicability to OC San's needs.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles, practices, and techniques of business organization and public administration.
- Operational characteristics, services, and activities of assigned program area.
- Research, quantitative and qualitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.
- Principles and applications of critical thinking and analysis.
- Principles and practices of public sector accounting, debt, investment, and/or financial management.
- Principles and practices of budget and contract management.
- Principles of business letter writing and report preparation.
- Principles and practices of record keeping and records management.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs or area of analysis.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform complex administrative analytical work involving the use of independent judgment and personal initiative.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned functions and programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Apply critical thinking and analysis to a broad range of situations and in reaching independent decisions.
- Conduct various organizational, fiscal, and administrative investigative research studies and analyses and implement various administrative activities such as budget and financial analysis, management and program analysis, project management, and contract administration.
- Perform quantitative and qualitative analyses, interpret, draw conclusions, and summarize and present information and data in an effective manner.
- Prepare clear, concise, and complete analytical, administrative, and financial reports and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Provide direction to others in proper work procedures.
- Resolve conflict by establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration or a related field.
2. Three (3) years of increasingly responsible work experience in performing research, analysis, and budgetary duties.

Licenses and/or Certifications:

None

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial

probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.