

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 general supervision, performs a variety of routine analytical, technical, and administrative duties in support of assigned function or operations including budget and financial processing and routine data analysis, program and management analysis, customer service and analytical support for program operations, and/or contract monitoring; conducts research, compiles and analyzes data, 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 general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of three levels within the analyst job series. The main focus at this level is both a technical and analytical role, with work involving program implementation and related transaction processing and research, data analysis, and reporting activities. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the senior-level and exercise less independent judgment and initiative in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Staff Analyst in that the latter performs the full range of journey-level duties and is responsible for more complex analyses, programs, and projects that require a higher level of knowledge and skill.

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.

- Participates 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.
- Assists in developing and standardizing 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 research and data compilation and assists in conducting a variety of analytical and operational studies regarding programs and functions; evaluates alternatives and makes recommendations; participates in the development and measurement of industry benchmarks and best practices; discusses, consults with, and may advise staff and management on recommendations; reviews and evaluates implemented changes.
- Prepares, interprets, and assists with financial reporting activities and monitoring in the areas of debt financing, investments, cash management, and other treasury functions; reviews and processes complex financial transactions; tracks financial information.
- Participates in studies of new and existing programs and special projects; researches and analyzes organizational, technical, and fiscal data to determine program feasibility, identify problems, and develop recommendations; assists with the development of program policies and procedures; participates in program implementation and monitors activities.
- Assists in preparation of administrative, operational, and financial reports to include 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 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 expenditures.
- Participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence.
- Assists in the coordination of 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.
- 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 and OC San standards.
- 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.
- 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 and practices of business organization and public administration.
- Operational characteristics, services, and activities of assigned program area.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Research, quantitative and qualitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.
- Basic principles and applications of critical thinking and analysis.
- Principles and practices of budget development and administration and contract administration.
- Principles of business letter writing and report preparation.

- Principles and practices of record keeping and records management.
- 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 routine to complex work of an analytical nature and develop the ability to use independent judgment and personal initiative.
- Understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Participate in conducting various organizational, fiscal, and administrative research studies and analyses and implementing various administrative activities such as budget and financial processing and routine data analysis, program and management analysis, customer service and analytical support for program operations, and/or contract monitoring.
- 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.
- Use critical thinking techniques effectively.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and 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.

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.