

STAFF ANALYSTDuties and Responsibilities

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations; and in personnel administration. Utilizes computers in the performance of these duties. There are two Assignment Levels within this class of positions. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with some latitude for independent initiative and judgment, performs professional and/or administrative work of ordinary difficulty and responsibility in the above areas. May supervise and train less experienced staff.

Examples of Typical Tasks

In the preparation and administration of agency budgets and the conduct of economic research and studies: participates in the preparation of fiscal requests and staffing proposals, using statistical analyses and cost effectiveness techniques to make recommendations; prepares analyses of program expenditure options in designated areas; monitors expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures; prepares and monitors the progress of budget modifications;

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STAFF ANALYST (continued)Assignment Level I (continued)Examples of Typical Tasks (continued)

prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports; collects, organizes, analyzes, interprets and presents data relative to economic problems of the agency.

In the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations: prepares and conducts management studies and surveys or administrative, procedural and operational analyses including the evaluation of organizational structures, policies, programs, projects, procedures and operations of a City agency, using quantitative analysis, cost analysis and other research techniques; assists in determining the need for contractual services and works with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; collects and analyzes data; analyzes organizational structures, operational and accounting systems, procedures, programs, utilization of management information systems, machines and equipment, forms, records management systems, performance standards and staffing requirements; prepares comprehensive reports of findings with recommendations for improved efficiency; installs methods, systems, forms or procedures; prepares, maintains and revises system and procedure manuals; designs forms; prepares charts, graphs and other related material; prepares periodic reports on agency programs.

In personnel administration: plans and coordinates agency personnel activities, including personnel relations, performance evaluation, workforce planning, EEO programs, staff development, labor relations and other related activities; assists in determining the need for contractual services and works with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; plans, develops and implements recruitment programs;

STAFF ANALYST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

prepares materials for recruitment purposes and participates in recruitment and hiring activities including administration of civil service lists; conducts employment planning activities; performs professional technical work in the development and maintenance of a position classification and compensation system, including development of proposals for changes in an agency's title structure and position descriptions; collects and analyzes data related to personnel management and staffing and makes recommendations as required; maintains liaison with or coordinates various Citywide or agency personnel programs, including occupational safety programs, employee blood programs, health insurance programs, unemployment insurance programs, and other related personnel programs; establishes employee orientation programs; consults on and assists with personnel and testing programs as required; prepares manuals and other publications as required.

Assignment Level II (See Special Note below)

Under general supervision, with latitude for independent initiative and judgment, performs professional or administrative work of more than ordinary difficulty and responsibility in the above areas. May supervise staff. May serve as budget officer or personnel officer.

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STAFF ANALYST (continued)Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Direct Lines of Promotion

From: Staff Analyst Trainee
(12749)

To: Associate Staff Analyst
(12627)