



Associate Analyst

Purpose of the role:

Under direction, performs a full range of responsible and varied professional, analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible staff support to a City department, office, and/or program area; assumes responsibility for the management and administration of a specific program area; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area of assignment; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

Distinguishing Characteristics:

This is the journey-level class in the professional Analyst series. Positions at this level are generally assigned responsibility for the management and administration of a specific program and independently perform responsible and difficult analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible staff support to a City department, office, and/or program area. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy, procedures and budget development, or other areas specific to the department or office. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

The Associate Analyst class is distinguished from Assistant Analyst class in that incumbents in the Associate Analyst class are assigned and expected to independently complete the more difficult analytical work on assignments having greater impact on departmental operations or citywide programs, including responsibility for the management and administration of a program.

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

Essential Duties and Responsibilities:

- Provides assistance in resolving the more difficult operational and administration problems; identifies problem areas and issues; plans, organizes, coordinates, directs, and/or conducts administrative and/or management studies relating to the activities or operation of the assigned department, office, or program area; conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure

modifications; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations.

- Provides complex staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversees and participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and work plans for the achievement of these goals.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
- Performs a range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
- Oversees and participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for assigned programs, services, resources, events, and activities; as assigned, creates press releases and serves as press contact for assigned programs.
- Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
- Participates in the budget development process and budget monitoring activities for assigned areas of responsibility; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
- Attends and participates in professional group meetings; stays

abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.

- May direct the work of support staff on a project or day-to-day basis.
- Performs related duties as required.

Depending on area of assignment, duties may also include:

- Plans, organizes, and administers traffic and transportation-related programs, including the City's transit and para-transit systems, school crossing guard programs, and subsidized taxi services; monitors, reviews, and coordinates activities and services provided by the transit and subsidized taxi contractors; investigates complaints and service requests regarding transit and para-transit systems to ensure service meets the City's goals and standards.
- Manages the City's Stormwater Quality Management Program activities to ensure City-wide compliance with the Stormwater NPDES Permit; interacts with state regulatory agencies and participates in various multi-agency subcommittees; conducts administrative activities associated with surface water quality programs and regulations including TMDL (Total Maximum Daily Load) development; provides project management services including researching and analyzing new methods and technologies for treating stormwater runoff; provides training and educational programs; interacts with developers to ensure stormwater quality conditions have been met.
- Develops, implements, and manages affordable housing programs and projects in order to maintain and/or increase the supply of affordable housing; assumes responsibility for a variety of affordable housing programs including the Ownership Assistance Program for first-time home buyers and the Housing Rehabilitation Program; serves as designated project manager for various housing projects, which may involve working directly with developers, determining feasibility of projects, monitoring of resale restrictions, overseeing construction of projects, and preparing various documents including any necessary agreements, contracts and staff reports.
- Manages the Golf Course Management contract including golf operations and grounds maintenance; serves as project manager for golf course construction projects including the development and review of project plans and specifications, preparation of bid documents, and coordinating activities with architects, construction company, and government agencies.
- Manages the City's Animal Care and Control Program; develops budget for contract services; monitors contract performance to meet budget constraints; develops services with contract provider to achieve desired financial results and provide attention to specific areas; develops program procedures and services that meet the needs of citizens and that comply with state and local laws as well as provide a positive public image of the program.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Organization and operation of municipal government.
- Municipal government functions specifically related to program area.
- Operational characteristics, services and activities of assigned program area.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation and monitoring.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Terminology used in area of assignment.
- Principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of lead supervision and training, which may be applied to the supervision of volunteers.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
- Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
- English usage, spelling, grammar, and punctuation.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.
- Oversee and participate in the development and administration of program goals, objectives and procedures.
- Research, negotiate, manage, and monitor contracts and agreements.
- Perform a range of professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement

- recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Read and interpret plans and specifications.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines: **Education/Training:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

Experience: Two years of responsible professional level administrative and management analysis experience at a level comparable to an Assistant Analyst with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements: A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions: **Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: