

**SENIOR ANALYST
Code Number: 45013**

*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.*

SUMMARY DESCRIPTION

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

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the professional Analyst series. As the highest level in this series, positions at this level are generally assigned responsibility for the management and administration of significant programs, functions, and/or service areas. Incumbents at this level also independently perform the most difficult and responsible analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing highly 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.

The Senior Analyst class is distinguished from Associate Analyst class in that incumbents in the Senior Analyst class are assigned and expected to independently complete the most complex and difficult analytical work on assignments having greater impact on departmental operations or City-wide programs, including responsibility for the management and administration of a significant program, function, or service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- Provides assistance in resolving politically sensitive, highly sensitive, difficult and complex 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.

CITY OF THOUSAND OAKS
Senior Analyst (Continued)

- Provides difficult and 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 significant 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 workplans for the achievement of these goals.
- Performs the full 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 the full 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.
- Analyzes proposed legislation, develops recommendations for Department Head, City Manager and/or City Council action.
- 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:

- Manages contracts for solid waste collection and waste reduction programs ensuring legal mandates and community needs are met.
- Plans and administers the City's disaster management program related to local, state, and federal reporting requirements; researches, develops, and maintains disaster emergency plans; plans, designs, and executes emergency response exercises and use of assigned key emergency response personnel, equipment, and supplies; maintains readiness of facilities, equipment, and supplies; participates in state mutual aid program; coordinates City facility safety upgrades; administers state required employee training.
- Coordinates multiple citywide solid waste, recycling, and hazardous waste programs; manages exclusive and non-exclusive franchise trash contracts, recycling permits, and required trash service.
- Manages the City's Community Development Block Grant program; assumes full responsibility for managing CDBG funded projects including capital improvement, commercial revitalization, property acquisition, and rehabilitation projects; manages the City's Social Services Endowment Fund.

DESIRED MINIMUM QUALIFICATIONS

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 significant program area.

Principles and practices of program development and administration.

Advanced 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.

CITY OF THOUSAND OAKS
Senior Analyst (Continued)

Methods and techniques used in customer service, public relations, and program promotion and public relations.

English usage, spelling, grammar, and punctuation.

Ability to:

Plan, organize, direct, coordinate, and evaluate significant 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 the full range of complex and difficult 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.

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.

Principles, practices, and trends used in public information and education programs.

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.

CITY OF THOUSAND OAKS
Senior Analyst (Continued)

Education and Experience Guidelines - 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/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Five years of responsible professional level administrative and management analysis experience including two years at a level comparable to an Associate Analyst with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

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: 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.

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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 superiors or by law.