

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SENIOR DEPARTMENT ANALYST
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 0086
FLSA STATUS: N
DATE: 5/06 Rev. 6/08
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general supervision, performs a variety of responsible, complex, professional administrative and analytical functions associated with various projects, and/or specialized areas or programs within County departments.

DISTINGUISHING CHARACTERISTICS:

The Senior Department Analyst class is the advanced journey level within the professional Department Analyst series. Incumbents working at the senior level receive assignments that require a thorough knowledge of complex and changing laws and administrative regulations affecting the operations of assigned departments and a great amount of technical input on complex issues is provided by the Senior Analyst. Positions are allocated to this class based on the complexity of the assignment. Senior Department Analyst incumbents perform work at the highest level requiring the ability to work with a high degree of independence. This class is distinguished from the lower level class of Department Analyst I/II in that incumbents in the latter class are not given the highly specialized assignments consisting of complex responsibilities.

Senior Department Analyst is distinguished from Senior Administrative Analyst and Senior Human Resource Analyst by the highly specialized and/or complex nature of the work of the latter and the effect of that work on the County as a whole. Analyst work often results in changes to processes, procedure or findings, which are not routinely subject to oversight and review.

SUPERVISION EXERCISED:

May have responsibility for training, supervision and oversight of work of other analysts and clerical staff who perform work in support of the Senior Department Analyst or to a function directly administered by the Senior Department Analyst.

Depending upon assignment, Senior Analysts may be given full first line supervisory duties over a small group of analysts and other staff.

EXAMPLES OF ESSENTIAL DUTIES: *Depending on assignment, duties may include but are not limited to the following:*

- Perform the more difficult and complex work unique to department or area of assignment related to administrative and operational or programmatic activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, and personnel management; design data collection systems; collect and analyze data from a variety of sources including departmental and external records, reports, documents, informational surveys, and contracts; develop and present written and verbal reports and recommendations for appropriate action based on an analysis of gathered data.
- Develop more complex budgets, reports or recommendations based on analysis of data collected including impact on service levels and operations and/or information required by funding source; develop fiscal procedures; control specific departmental purchases and expenditures; review financial data on an ongoing basis to assure conformance with established guidelines; conduct cost/benefit studies and recommend changes to procedures or operations.
- Recommend and establish contract and MOU forms and procedures; develop, review and make recommendations concerning bid proposals and agreements; interpret contract terms and monitor adherence to contracts; recommend solutions to contractual problems.
- Research operational and fiscal requirements for specific grant proposals; prepare grant applications and all subsequent follow-up documentation; recommend and monitor procedures for grant implementation; monitor and analyze expenditures to ensure compliance; and tracking all revenues and reconciling grant funds with audit information.
- Review work methods and systems to determine possible modifications to increase service efficiency and effectiveness; compile and analyze data in order to make recommendations on various policies and procedures; develop written procedures to implement adopted policies and new or changed regulations or to clarify and describe standard practices.
- Handle the highly specialized assignments such as acting as the department's personnel officer, staff development officer, or budget officer; performing complex duties including analysis, monitoring, and compliance.

- General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.
- May require knowledge specific to area of assignment such as fiscal, staff development, training, health or program related.

In Supervisory Assignments:

- Principles and practices of effective supervision and training
- Administration of staff and activities

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise analytical reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Interpreting applicable legislation and litigation.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing, with internal staff, clients, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as computers, typewriters, copiers, facsimile machines, telephone systems, etc.

In Supervisory Assignments:

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and providing for their training and professional development.

Mental and Physical Ability to:

- Identify problem situations, gather and analyze relevant data, establish priorities of action based upon such analysis, and take appropriate steps to incorporate such priorities.
- Present appropriate facts and recommendations in written and oral form.
- Read and interpret a variety of documents.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.