

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SOLID WASTE ANALYST
DEPARTMENT:	SOLID WASTE
REPORTS TO:	SOLID WASTE DIRECTOR

CLASS CODE: 3044
FLSA STATUS: E
DATE: 12/02

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under limited supervision, prepares the Solid Waste Division's annual budget; tracks throughout the budget year. Incumbents in this classification perform technical budget-related work; prepares technical data to comply with state regulation. Work is performed with limited supervision under a framework of policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Prepares Division's annual budget and monitors expenses and revenues throughout the year; confers with department head and supervisors on special projects for the upcoming year and budgets accordingly.

Tracks heavy equipment hours of use and expenses to establish hourly cost of operation; prepares revenue projections per site based upon historical data.

Maintains Division's accounting system including accounts payable; accounts receivable; monitoring, maintaining and supervising budget items changes and/or expenditures for the department; monitors Divisions's three trust accounts.

Administers the Groundwater Monitoring Program, requiring that groundwater, surface water, storm water and leachate be analyzed, tracked and submitted to the State in order to determine any impact a landfill may have on water quality; collects and analyzes statistical information and submits for inclusion in quarterly report.

Prepares State Board of Equalization Quarterly Fee returns for the landfills.

Prepares and/or assists in the preparation and administration of state grants.

Prepares and/or assists in the preparation of contract documents, personnel actions and/or other departmental related reports.

Monitors contractual compliance, performs on-site audits and maintains correspondence with private contractors.

Prepares and assists in the presentation of various informational reports to the Board of Supervisors, the County Administrator's office, and advisory boards.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Calculator	General Office Equipment
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two years of experience in which complex written procedures and databases were utilized or other related experience. In addition, some college or equivalent to an Associate Arts degree is preferred.

Any combination of education, training and experience that demonstrates the required knowledge, skills and abilities to perform the essential functions of this class will be considered qualifying.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Generally accepted accounting principles and practices.

Budgetary principles and practices.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

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; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to prepare detailed accounting and statistical reports for presentation to others.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, stoop, kneel, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

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.

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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.