



Sutter County Human Resources

SENIOR ANALYST

CLASS CODE

J-00034

SALARY

\$39.53 - \$53.37 Hourly

\$3,162.40 - \$4,269.60 Biweekly

\$6,851.87 - \$9,250.80 Monthly

\$82,222.40 - \$111,009.60 Annually

BARGAINING UNIT

Management

ESTABLISHED DATE

March 01, 1980

REVISION DATE

April 21, 2009

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BARGAINING UNIT Management

ESTABLISHED DATE March 01, 1980

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Job Summary

Under direction, performs a variety of difficult and complex professional administrative and analytical functions involved in the review and analysis of departmental budgets, programs, systems, and procedures. These can include budgetary, statistical, and other management activities in support of functions of specified departments. Makes recommendations for action and assists in policy, procedure,

and budget development and implementation, performs related work as assigned. Maintains a close liaison with County departments and agencies. A Senior Analyst functions independently and is expected to possess a comprehensive knowledge of the county's political environment, policies, and procedures, as well as possessing developed skills in leadership, finance, and communication.

Example of Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Performs budget analysis by reviewing budget requests of assigned departments and considering departmental and countywide implications of requested budget actions, as well as compliance with County goals and policies. Formulates and develops budget recommendations. Confers with departmental staff regarding fiscal alternatives. Presents and defends budget recommendations during annual public budget hearings.
2. Monitors the adopted budget throughout the fiscal year, prepares periodic budget reviews.
3. Conducts special studies by analyzing issues, problems, operating procedures, practices, and/or policies connected with County government; develops proposed solutions; evaluates alternatives; and makes recommendations. Topics may include areas such as organizational structure, staffing, facilities, equipment, cost analysis, productivity or policy or procedure modifications; negotiates effective solutions with the appropriate department head.
4. Reviews and prepares policies and procedures with countywide impact; advises department representatives regarding County policies and procedures.
5. Plans, develops, coordinates, and implements, or directs the implementation of, a variety of projects and/or programs with major departmental, functional, or countywide impact.
6. Acts as County Administrative Office liaison with representatives of various County departments. Provides guidance and technical and administrative support to departments and other appropriate agencies. Coordinates and provides leadership on matters having inter-departmental application.
7. Collects, compiles, and analyzes data and information; develops recommendations; prepares narrative and statistical reports, correspondence, spreadsheets, and graphics for the County Administrative Officer and Board of Supervisors using automated techniques.
8. Analyzes trends and issues; resolves concerns and problems; interprets concerns, defines desired results, creates solutions, and recommends direction of new County strategies.
9. Evaluates legislation and pending bills; develops management recommendations in response to proposed legislation and revised regulations, including analysis of court decisions, proposed legislation, and new program and fiscal mandates. Researches laws and other regulatory requirements governing County operations.
10. Prepares drafts of presentations, resolutions, ordinances, contracts, and administrative policies as assigned.
11. Reviews agenda items, budget modification requests, and other administrative functions to assure compliance with County goals and policies.
12. Presents staff reports to Board of Supervisors and explains or justifies recommendations.
13. Serves, as appropriate, as staff for various boards, commissions, and committees.
14. Represents the County Administrative Office at meetings with department heads and officials of other agencies.

Minimum Qualifications

Thorough Knowledge of: Public agency budget and financial methodology as well as techniques and methods of administrative analysis.

General Knowledge of: Principles, problems, and practices of public administration as applied to local government including organization, personnel, fiscal management, and inter-governmental relations;

standard office equipment; and computer applications and techniques as they relate to performance of duties.

Ability to: Interpret budgetary, audit, and financial statements; analyze quantitative and qualitative administrative data; define problems and policy issues, and develop logical conclusions and recommendations; communicate clearly both in writing and verbally; provide leadership to committees and groups. Interpret and develop recommendations regarding County policies and regulations involving complex issues while maintaining consistency with County objectives and standards. Plan, organize, evaluate and coordinate work assignments with a minimum of direction and control. Define problem areas and participate in the collection, interpretation and evaluation of major county projects and programs; define and select alternatives; conceptualize and project the consequences of decisions and/or recommendations; plan, coordinate, and initiate action necessary to implement recommendations or decisions. Communicate effectively both verbally and in writing; prepare and present comprehensive reports and recommendations. Establish and maintain effective relationship with public officials, administrators, employees and the public. Use personal computer and related software applications in performance of duties.

Education and Experience: A Bachelor's Degree with a major in Public Administration, Business Administration, Political Science, Accounting, Economics, Finance, or a closely related field; and three years of professional experience in administration, management, budget, or governmental administrative and/or analytical work, including one year at a level equivalent to an Administrative Analyst II in Sutter County or similarly complex organization; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements

Essential Duties require the following physical skills and work requirements:

Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving prolonged sitting or moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer, and operation of communications equipment, or use of other office equipment or supplies; ability to operate a motor vehicle.

License or Certificate: May require the possession and maintenance of a valid California Driver's license.

Recruitment Process

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Class Characteristics

This is the advanced level classification in the Administrative Analyst series. Senior Analysts are distinguished from departmental analysts by the unique nature of the work performed in support of the functions of the County Administrative Office, and the effect of that work on the County as a whole. This classification requires highly specialized knowledge, abilities, skills and experience and often exercises independent judgment in the performance of duties. Incumbent will work closely with the County Administrative Officer, Assistant County Administrator, elected officials, appointed department heads, and other staff members, in a complex organizational setting which includes multi-county departments administered by Sutter County through joint powers agreements. Work is performed within a broad framework of general policy and is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Employee exercises authority over assignments and makes decisions required to complete the work.

Job Description History

Established: 3/80

Revised: 5/3/94, 7/30/96; 8/4/98, 3/27/07, 4/21/09

Salary Range: MGT43

FLSA: Exempt