



CLASS SPECIFICATION

Class Code: 0151
Date Est: 7/80
Last Rev: 4/98
Last Title Chg: 3/2001
FLSA: Exempt

FISCAL ANALYST II

DEFINITION

Under general supervision, performs technical journey level work in budget preparation, analysis and productivity studies; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field plus two years of experience involving budget and/or productivity analysis, development of findings and recommendations; OR one year of experience at a level equivalent to Fiscal Analyst I level; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Fiscal Analyst series. It is distinguished from the Fiscal Analyst I by its ability to complete assignments independently. An incumbent receives little supervision in performing analytical work, preparing recommendations on budgets and developing productivity studies.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct research and compile information and statistics that will become the foundation for the preparation and administration of annual budgets for assigned departments to ensure cost efficient government services for the public.

Evaluate departmental/program operational performance, review work methods and procedures and develop recommendations for changes in organizational structure, work procedures, workflow and/or equipment used to ensure efficient county/departmental operations.

Develop recommendations for presentation to department heads, advisory boards and the Board of County Commissioners regarding grants, utility rates, service fee increases, general assessment bonds, services and operations by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and productivity issues.

Prepare and present written and oral reports containing detailed findings and recommendations to address a variety of administrative problems, improve services and operations and evaluate functions and programs.

Monitor expenditure reports and other accounting records of assigned departments, using automated budget and fund accounting systems, to ensure compliance with established budget guidelines; work with departmental representatives to implement budget requests, resolve discrepancies, irregularities and potential over expenditures.

Meet and work with elected officials, department heads, staff and others to discuss needs, resolve problems and develop recommendations for presentation to the Board of County Commissioners for their consideration and implementation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Management information systems and software used in the assigned area.

Functions, organization, and programs of Nevada local government agencies.

Organization, functions, programs, and policies of Washoe County Government.

Nevada Statutes that impact and regulate governmental operations.

Local governmental organization and operations at the County level.

Principles of report writing.

Principles/practices of budgeting, cost/benefit analysis, governmental accounting, and financial management.

Ability to:

Collect, analyze and evaluate financial data related to complex budgetary and departmental functions and operations.

Perform a variety of analytical studies.

Make written, visual and oral presentations to advisory boards, the Board of County Commissioners and others.

Implement recommendations regarding work procedures and cost effective services.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles of government accounting and budgeting practices.

Organizational theories, principles and management techniques and practices.

Methods and principles of program planning, analysis, and evaluation techniques.

Principles and techniques of data collection and summary reporting.

Statistics and graphic presentation.

Principles of report writing.

Work flow measurement techniques, e.g., flowcharting and work sampling.

Budget development and control techniques.

Ability to:

Develop informative and concise recommendations.

Make written, visual and oral presentations.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Analyze a variety of information and data.

Operate a personal computer and use a variety of software packages including spreadsheets and word processing.

Write clear, concise narrative reports.

Develop and implement recommendations regarding work procedures and cost effective services.

Interpret and apply regulations, policies and procedures.

Communicate in a clear, concise manner both orally and in writing.

Represent the programs, operations and functions of the County to elected officials, the public, County staff and other government agencies.

Maintain effective working relationships with elected officials, department heads, staff, the public and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional evenings and weekends.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ March, 2001 _____