

## **CITY OF BRISBANE**

### **PRINCIPAL ANALYST**

#### **Definition**

Under direction of the City Manager or Deputy City Manager, provides a variety of professional management support to the City by developing policies and procedures, overseeing projects, programs, and agreements, conducting studies, developing recommendations for action, and acting as liaison for the City with a variety of private and public organizations and regulatory agencies; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; and performs related work as required.

#### **Class Characteristics**

This is an advanced level analyst position in which incumbents conduct difficult, sensitive, and complex administrative and technical work under general supervision, where assignments are subject to infrequent review while work is in progress and upon completion. The incumbent serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. Successful performance of the work requires knowledge of public policy, human resources policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. This position is distinguished from lower-level analyst positions by its assignment of greater or more complex and sensitive projects and negotiations and liaison position assignments.

#### **Examples of Duties** (Illustrative Only)

- Administers and coordinates a multiplicity of and serves as the City's representative for a variety of joint powers agreements and contracts for professional and support services; negotiates and administers franchise agreements for such City services as solid waste disposal, cable television and transportation management.
- Provides staff support, including preparing staff reports and following-up on actions taken by subcommittees and City Council
- Provides input into the development and implementation of goals, objectives, policies, procedures and work standards for the City; provides input into the development and administration of the City Manager's departmental budget.
- Conducts organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.
- Makes presentations to the City Council, and other City commissions and committees; represents the City in meeting with members of community, business, professional, educational and governmental organizations.
- Serves as a professional staff resource to City managerial staff.
- May direct the work of staff on a project or day-to-day basis; trains staff in work procedures.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.
- Prepares reports to State regulatory agencies.
- Reviews and approves or denies applications for tree removal permits.
- Receives, investigates and responds to citizen and employee complaints, inquiries and requests for services.

## **Qualifications**

### **Knowledge of:**

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Principles, practices, and techniques of public human resources administration applicable to a variety of human resources functional areas, including recruitment and selection, classification, salary administration, benefits administration, labor and employee relations.

### **Ability to:**

- Provide accurate interpretations of policies and regulations.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Establish and maintain effective working relationships with applicants, employees, City officials, bargaining units, and the general public.
- Understand and follow directions.
- Organize own work, set priorities, and meet critical deadlines; use initiative and independent judgment within established procedural guidelines; plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment; and make sound decisions.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.

### **Skill in:**

- Assisting and developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Conducting complex administrative, operational and financial studies, evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making effective presentations to groups.
- Maintaining accurate records and files.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.

- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. Masters in Public Administration or Business Administration or other related field is desirable.

**Experience:** Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: research, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems and issues, contract and program administration, preferably in a government agency.

**Licenses:**

Possession of a valid Class C California Driver's license and a satisfactory driving record.

**Working Conditions:**

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

**Physical Demands:**

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: December 17, 2012  
Resolution: 2012-44

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Resolution:

Bargaining Unit: Confidential Employees  
Resolution: 2012-45

Former Titles:

Abolished: