

CLASS SPECIFICATION
Financial Analyst

GENERAL PURPOSE

Under general supervision, performs responsible financial, statistical, administrative and other management analyses in support of City projects and programs; assists in preparation of reports and recommendations on both long-term financial plans and day-to-day business operations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Financial Analysts independently perform responsible analytical work in support of City and department financial, budgetary and other management goals and objectives. Assignments are typically received in general terms and incumbents are expected to act independently to develop required information. Assigned projects may include financial and budget analysis, statistical analysis, policy and procedure development or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

Financial Analyst is distinguished from Senior Financial Analyst in that incumbents in the latter class independently perform more difficult and complex work on assignments having greater impact on department operations or City programs and requiring the exercise of significant independent judgment.

The Financial Analyst class series is further distinguished from the Management Analyst class series by the incumbents' greater focus on performing detailed financial and budget analyses for special districts, enterprise funds and large departments with complex funding mechanisms and the required knowledge and skills to perform such work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Compiles, summarizes and analyzes a wide variety of financial and statistical data, requiring an understanding of data relationships and high attention to detail; analyzes revenue and expenditure data and project fund balances for Community Service (CSD) and Community Facilities (CFD) Districts; researches and analyzes varied data issues to ensure sound bases for all changes to levies, fixed charges and assessments; reconciles changes in data among various sources to verify accuracy and completeness; participates in notifying the County Tax Collector's Office of changes in fixed charges and levies.

2. Drafts descriptions of fees and charges; participates in drafting and producing annual CSD/CFD levy reports and property owner notifications and balloting materials; explains services and procedures to developers; drafts public notices and prepares reports.
3. Maintains, records and reconciles changes in detailed parcel and fee databases used to calculate levies and fixed charges; reports delinquencies in payments to the County Tax Collector; reconciles paid and unpaid account balances; participates in compiling annual reports to bondholders for assessment districts, including debt service disclosures and fund status information; processes parcel apportionments and lien releases to the County.
4. Drafts staff reports and resolutions applicable to areas of responsibility for action by City Counsel; conducts research, participates in and prepares staff reports on the formation of new community facilities districts and annexation of parcels into CFDs.
5. Coordinates processes to install arterial and residential street lights in areas without street lighting services or add additional street light structures in areas already served; estimates costs based on measurements and cost calculation procedures, prepares RFPs and/or bid documents, prepares agreements and monitors work performed and coordinates construction with contractors, City staff and Southern California Edison.
6. Develops financial projections and related documents; prepares revenue and expenditure analyses and fund status reports; drafts and recommends performance measures; drafts budget request reports and documents; prepares budget adjustment requests; maintains and updates spreadsheets for special funds.
7. Administers financial portfolios for the City's housing loan programs; prepares repayment receipts for processing; generates payment coupons for customers; calculates and prepares pay-offs; receives loan payments and pay-offs and updates loan payment history; updates loan activities in the automated revolving loan system; prepares 1098's and amortization schedules; reviews and reconciles residual receipt worksheets.
8. Provides technical assistance to department or division staff by conducting research, analyzing data and drafting documents and materials for review; responds to requests for information from the public.

OTHER DUTIES

1. Performs a variety of special projects and analyses as assigned.
2. Coordinates activities with representatives of other departments and divisions in the course of completing work responsibilities.
3. Drafts a variety of reports, agreements and other written materials.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of financial and statistical analysis and financial forecasting.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
3. Principles, practices and methods of municipal budget development and management.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Principles, practices and procedures used in special district financing of public improvements.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

1. Analyze financial, budgetary, procedural and/or other organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in finance, public or business administration or a closely related field; and at least three years of progressively responsible professional experience performing financial, budgetary and similar statistical analyses; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of management, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.