

# STAFF ANALYST II



## **Description:**

Under general direction, conducts research and analytical studies involving operations and programs of the District served; studies include recommendations for development, implementation or improvement to programs or operations that may result in new or revised policies, procedures, systems, or programs.

## **Distinguishing Characteristics:**

This is the journey level class in the Staff Analyst series. Positions at this level are characterized by their ability to recommend and implement solutions to a variety of complex problems that cover the full scope of District activities. Positions may provide routine supervision for a small clerical or technical support staff. Analytical problem solving is the main component of this position.

Positions in this class are distinguished from the Staff Analyst III level in that the latter provides more responsible analytical support to top-level management involving diversified programs and complex financial relationships.

## **Duties may include, but are not limited to:**

1. Plans and coordinates studies of administrative and operational activities, which includes the following: fiscal operations; budget preparation and control; equipment usage; staff patterns; work flow; space utilization; affirmative action and training plans; writes reports and recommendations for appropriate action based on analysis of gathered data.
2. Analyzes and makes recommendations in the development of various budgets and fiscal procedures; justifies and presents less complex budgets; controls District purchases and expenditures; reviews financial data on an on-going basis to ensure conformance with established guidelines; recommends and establishes fiscal procedures to improve District operations based on cost.
3. Recommends and establishes contract forms and procedures; develops and processes bid proposals and agreements; interprets contract terms and monitors adherence; recommends solutions to contractual problems.
4. Researches methods necessary for specific grant proposals; prepares grant applications and all subsequent follow-up; recommends and monitors procedures for grant implementation.
5. Develops and recommends various policies and procedures upon request; develops written procedures to implement adopted policy or to clarify and describe standard practices; designs or improves forms to expedite procedures; coordinates the publication and dissemination of same.
6. Develops District training plans; coordinates organizational staff development needs and District requirements; administers training budget.
7. Participates in various meetings and presents requested and independently gathered data to assist management in making administrative and operational decisions.

8. May direct and train subordinate clerical and technical personnel in routine matters; assign and evaluate work.
9. Reviews present and pending legislation to determine effect on District operations and presents recommendations in verbal or written form.
10. Prepares a variety of reports, records, correspondence, and other documents.
11. Provides vacation or temporary relief as required.
12. Provides other duties as required.

**Typical Qualifications:**

A Bachelors Degree in Business, Accounting, Public Administration or closely related field.

Two (2) years professional level administrative experience reporting, analyzing, evaluating revenue and expenditures, and formulating budgets/financial statements.

Proficient at word processing documents/templates, spreadsheets, PowerPoint© presentations, and possess excellent verbal and written communication skills.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 42162

**Salary Range:** N39

**Representation Unit:** Non-Represented

**Last Updated:** 9/28/09