

# STAFF ANALYST I



## **Description:**

Under direction, performs a variety of research studies, provides technical data, and may recommend policies, procedures, systems, and methods for the improvement of operations, services, or programs of the District served; studies may involve administrative, organizational, budgetary or legislative grant or contract matters; performs related duties as required.

## **Distinguishing Characteristics:**

This is the entry level class in the Staff Analyst series. Positions at this level are characterized by their responsibility to provide data, information or prepared narrative reports for management decisions and may recommend action based on an analysis of data. Incumbents may be required to implement and coordinate specific procedures on a District level.

Positions in this class are distinguished from the Staff Analyst II level in that the latter is given more responsible and difficult assignments, and have more independence in completing tasks.

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

1. Evaluates fiscal and budgetary procedures and prepares reports on such matters as overtime analysis and salary savings; receives budget expenditures throughout the year; recommends and coordinates necessary actions.
2. Assists in the preparation of less complex budgets and performs cost/benefit analysis of specific programs; analyzes and makes recommendations in the development of various budgets and fiscal processes; justifies and presents less complex budgets; monitors and reports purchases and expenditures; reviews financial data on an ongoing basis to ensure conformance with established guidelines; recommends and establishes fiscal procedures to improve operations based on cost.
3. 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.
4. Conducts a variety of studies and provides written reports on such assigned matters as work flow processed, operating procedures, organizational structure, space utilization, staffing patterns, training plans, and equipment usage.
5. Compiles, submits and monitors annual rates and fees preparation and approval processes.
6. Performs administrative cost allocations; budgets and processes transfer of distributed costs.
7. Provides year-end accrual support for County Fire Administration-Fire Management/Fiscal Services Division.
8. Reviews present and pending legislation to determine effect on District operations; present recommendations in verbal or written form.

9. Assists in the preparation of contract forms; monitors contracts for compliance to financial terms; interprets contract terms and recommends solutions to contractual problems.
10. Assists in the preparation of grant proposals and applications; may recommend procedures for grant implementation.
11. Prepares a variety of reports, records, correspondence and other documents.
12. Performs special research projects and analysis as requested.
13. May supervise the work of others.
14. Provides vacation or temporary relief as required.
15. Provides other duties as required.

**Typical Qualifications:**

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

One (1) year 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:** 46208

**Salary Range:** N33

**Representation Unit:** Non-Represented

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