



CLASS SPECIFICATION

Class Code: 60000153
Date Established: 07/1973
Last Reviewed: 10/2023
Last Revised: 10/2023
Last Title Change: 03/2001
FLSA: exempt
Probation: 12 months

SENIOR FISCAL ANALYST

DEFINITION

Under direction, supports the operations and functions of the Budget division; performs highly specialized financial and budgetary analytical assignments and studies; serves as the budget liaison for an assigned group of complex assignments; 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, economics, political science or a closely related field, AND three years of full-time experience involving public sector budget and/or productivity analysis including development of findings and recommendations; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Fiscal Analyst series. Incumbents perform with the highest degree of independence. Assignments include departments with varied funding sources, complex accounts, grant monies, revenue fees, enterprise funds and revenue/assessment bonds. Incumbents perform in-depth studies involving cost/benefit analysis, cost accounting, and revenue projections.

SUPERVISION EXERCISED

May exercise direct 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.

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 other issues.

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

Analyze the productivity and operational performance of departments and programs through the review of work methods, procedures, and other measurements; develop recommendations for changes in organizational structure,

work procedures, workflow and/or equipment to ensure cost effective operations and to avoid duplication of services.

Use various technologies, including computer applications, ERPs or other automated systems such as spreadsheets, word processing, calendars, e-mail and database software in building models, scenario planning, forecasting and performing other work assignments.

Administer the Capital Improvement Program (CIP), prepare the County's annual capital budget and the 5-year Capital Improvement Plan by working with the capital budget team and the CIP Committee

Administer other complex assignments, including CIP, Human Services Agency, Cost Allocation Plan, Personnel Cost Plans, etc.

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

Conduct special analytical studies and research using a variety of computerized and other research tools, in response to request for information from County Commissioners, the Chief Financial Officer, the Budget Manager and/or the Principal Fiscal Analyst.

Perform statistical analyses to forecast revenue and expenditures.

Represent the concerns of Washoe County at the State Legislature and with interim committees of the legislature by providing testimony, fiscal data, and recommendations about the impact of proposed legislation on County operations.

Participate in various committees, researching issues, defining problems, making recommendations and assisting with implementation of action plans.

Serve as project team leader, provide training, guidance and mentoring to other analysts and/or public service interns; direct large or complex studies/projects to ensure their completion in a timely fashion.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Participate in planning and implementing new countywide protocols and operating methods; coordinate the development and maintenance of financial systems to provide fiscal information and develop fiscal controls.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Organization, functions, programs, and policies of Washoe County Government as it relates to programs and activities of assigned area(s).

Departmental/divisional policies and procedures.

Principles and practices of financial management, including budgeting, cost/benefit analysis, forecasting, and fiscal impacts of programs.

Principles and practices of supervision including motivating and coaching employees, training, performance

management, and progressive discipline.

Nevada Statutes that impact County operations.

Ability to:

Perform technical financial work and analyses.

Provide fiscal, operational, and managerial guidance for departments with varied funding sources and complex fiscal administration problems.

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

Research, interpret, analyze, and apply policies, procedures, regulations, and laws.

Collect, analyze, and evaluate financial data related to complex budgetary issues, departmental functions, and operations and make appropriate recommendations.

Assist with implementation of recommendations regarding work procedures and cost-effective services.

Effectively supervise, evaluate, train, and motivate the performance of assigned staff.

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

Knowledge of:

Principles and practices of governmental budgeting, accounting, and reporting,

Organizational and management theories, principles, techniques, and practices.

Principles and techniques of statistics, data collection and summary reporting, including graphic presentations.

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

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Communicate effectively both orally and in writing.

Develop and present informative and concise recommendations.

Write and/or compile clear, concise, and accurate statistical and narrative reports.

Operate various hardware devices and software to track financial data such as department accounts and project costs, make budget adjustments, prepare required reports, etc.

Interpret and apply regulations, policies, and procedures.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment).*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 10 lbs. 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.