SENIOR FISCAL ANALYST

DEFINITION

Under direction, assists in the preparation of the County’s annual budget and conducts sensitive and in-depth investigative and analytical studies involving management, organization, policies or related administrative problems; serves as the budget liaison for an assigned group of large departments; 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 serve as project team leader and organize research projects.

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.

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.

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.

May provide training, guidance and mentoring to incumbents in the Fiscal Analyst class series.

Participate in planning and implementing new countywide protocols, operating methods and procedures.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

**Knowledge of:**
Departmental/divisional policies and procedures.

Principles of work coordination and lead supervision.

Functions, organization and programs of Nevada local government agencies.

Organization, functions, programs and policies of Washoe County Government.

Nevada Revised Statutes that impact and regulate governmental operations.

Management information systems and software programs used in the assigned area.

**Ability to:**
Perform technical accounting work.

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

Provide lead direction and training to other staff.

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

**Knowledge of:**
Organizational theories and principles.
Management theories, principles, techniques and practices.
Methods and principles of program planning, analysis and evaluation techniques.
Principles and techniques of statistics, data collection and summary reporting.
Statistics and graphic presentation.
Local governmental organization and operations at the County level.
Principles of report writing.
Principles/practices of budgeting, cost/benefit analysis, governmental accounting and financial management.
Personal computers and software applications to track departmental accounts, project costs, and make budget adjustments.

**Ability to:**
Perform a variety of complex, specialized analytical studies.
Collect, analyze and evaluate financial data related to complex budgetary issues and departmental functions and operations.
Develop and present informative and concise recommendations.
Make written, visual and oral presentations to advisory boards, the Board of County Commissioners and others.
Implement recommendations regarding work procedures and cost effective services.
Operate a personal computer and a variety of software packages including spreadsheets, word processing and automated financial systems.
Write and/or compile clear, concise statistical and narrative reports.
Interpret and apply regulations, policies and procedures.
Communicate orally in a clear, concise manner.
Maintain effective working relationships with elected officials, department heads, staff, the public and others contacted in the course of work.
Represent the programs, operations and functions of the County to elected officials, the public, County staff and other government agencies.

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

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers and fax machines. 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.*