

## FISCAL AND POLICY ANALYST III

### **Definition:**

Under direction, conducts complex administrative studies and analysis on fiscal, organizational, operational, legislative, and policy and procedural and compliance matters; provides administrative and budgetary guidance to County departments regarding services and business affairs; develops recommendations and prepare reports.

### **Distinguishing Characteristics**

This is the advance journey level in the four-level Fiscal and Policy Analyst series. Incumbents function in a staff capacity to the County Administrative Officer and perform analytical studies and formulate recommendations based on a Countywide perspective. Incumbents have extensive involvement with County departments, other governmental bodies, and private entities. Positions in this classification are distinguished from the preceding levels by the advanced degree of competency, initiative, independent judgment, decision making ability and oversight responsibility required. A Fiscal and Policy Analyst III is expected to operate autonomously under general policy guidance in handling complex assignments and in representing the office to County Departments, other governmental and private entities, and the media. Fiscal and Policy Analyst III's provide training and assistance to lower levels in the series and may supervise support staff in functional units. Promotion to Senior Fiscal and Policy Analyst may be considered on a merit basis, subject to the recommendation of the County Administrative Officer.

### **Essential Functions:**

- Develops statistical and financial data, and conducts highly complex studies and performs analyses on complex financial, administrative, organizational, operational, legislative, and policy and procedural and compliance matters and develops recommendations on actions to be taken.
- Reviews, researches, and analyzes departmental budgets and provides recommendations on departmental position changes and funding appropriations; provides administrative and budgetary assistance to departments.
- Assists in administering the County's debt financing and capital improvement programs.
- Works with assigned departments to ensure audit recommendations are implemented and that departments comply with County policies and procedures.
- Responds to media inquiries, prepares news releases and appears on camera for interviews with media.
- Prepares responses on complex requests made under the Public Information Act.
- Assists with the County's training programs.
- Represents the office on committees and task forces which require coordination between County departments and other agencies.
- Prepares and presents reports.
- Uses a personal computer to write reports, perform statistical analysis, and conduct research.
- May supervise support staff positions.
- Performs other related duties as required.

**Employment Standards:**

**General Fiscal and Policy Assignment:**

Bachelor's Degree from an accredited college or university which has led to attainment of the required knowledge, skills and abilities AND three (3) years of administrative and/or financial management experience. Possession of an advanced degree may be substituted for one (1) year of experience.

Possession of a valid California Driver's License.

**Knowledge of:** principles of public administration, governmental budgeting, organization and management, methods of conducting complex analytical studies of administrative and management practices and procedures; relationships between local, state and federal government, public interest groups and private enterprise; state laws pertaining to County revenue sources; debt instruments; effective supervision practices; ability to make effective public presentations.

**Ability to:** conduct research, and develop statistical data, analyze findings and make independent recommendations on administrative, management, budgetary and fiscal practices, procedures, and problems; write complex reports in a logical, comprehensive, and concise manner; establish and maintain effective, cooperative working relationships; ability to establish effective media relations; facilitate, and negotiate issue resolution between County and non-County departments and offices; acquire subject matter expertise in functional areas; interpret rules, regulations, statutes and case law; use a personal computer to write reports, perform complex statistical analysis, and conduct research.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.