

## **FISCAL AND POLICY ANALYST II**

### **Definition:**

Under direction, conducts 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.

This is the journey level in the three-level Fiscal and Policy Analyst flexible classification series. Incumbents serve in a staff capacity to the Chief Administrative Officer and perform analytical studies and formulate recommendations based on a County-wide perspective. Incumbents have extensive involvement with County departments, other governmental bodies, and private entities. The Fiscal and Policy Analyst series is distinguished from other administrative classes by the emphasis on County-wide responsibilities and the concentration on fiscal, procedural, compliance and policy and legislative analysis at the management level. Fiscal and Policy Analyst II differs from Fiscal and Policy Analyst I in that the Fiscal and Policy Analyst II is expected to operate more autonomously, exercise more initiative, and handle more complex assignments. Incumbents work under general supervision and are expected to act with considerable independence in planning work, developing analyses and recommendations, and representing the office to County Departments and other public and private entities. Promotion to Senior Fiscal and Policy Analyst may be considered on a merit basis, subject to the recommendation of the Chief Administrative Officer.

### **Essential Functions:**

- Develops statistical and financial data, and conducts moderately complex studies and performs analyses on financial, administrative, organizational, operational, legislative, and policy and procedural and compliance matters; assists in developing 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.
- Represents the office on committees and task forces which require coordination between County departments and other agencies.
- 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 media interviews.
- Prepares responses to requests made under the Public Information Act.
- Prepares and presents reports; formulates recommendations.
- Assists with the County's training programs.
- Uses a personal computer to write reports, perform statistical analysis, and conduct research.
- Performs other related duties as required.

**Employment Standards:**

Bachelor's Degree from an accredited college or university, which has provided for acquisition of the required knowledge, skills, and abilities and one (1) year of administrative and/or financial management experience.

Possession of a valid California Driver's License is required upon appointment.

**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.

**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.

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