

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.

Distinguishing Characteristics

This is the journey level in the four-level Fiscal and Policy Analyst classification series. Incumbents serve 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. 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 Fiscal and Policy Analyst III 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 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 led to attainment of the required knowledge, skills and abilities and two (2) 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.

Ability to: make effective public presentations; ability to conduct research and develop statistical data, analyze findings and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures, and problems; write complex reports in a logical, comprehensive, concise manner; establish and maintain effective, cooperative working relationships; establish effective media relations; facilitate, and negotiate issue resolution between staff members of different County and non-County departments and offices; acquire subject matter expertise in functional areas; read, understand, and explain 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.