

FISCAL AND POLICY ANALYST I

Definition:

Under direction, conducts administrative studies and analysis on fiscal, organizational, operational, legislative, and policy, procedural and compliance matters; assists in providing administrative and budgetary guidance to departments regarding services and business affairs; and develops recommendations and prepares reports.

Distinguishing Characteristics

This is the entrance level in the 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 County-wide perspective. Incumbents have extensive involvement with County departments, other governmental bodies, and private entities. This series is distinguished from other administrative classes by the emphasis on County-wide responsibilities and the concentration on fiscal, procedural, compliance and policy analysis or employee relations at the management level. Incumbents work under supervision in all phases of assigned work. Instructions are given on work priorities, on the nature and purpose of studies, and on methods and techniques to be followed in completing assignments. Findings and recommendations are carefully reviewed. Promotion to Fiscal and Policy Analyst II level may be considered on a merit basis, subject to the recommendation of the County Administrative Officer and approval by the Director of Personnel.

Essential Functions:

- Develops statistical and financial data, conducts studies, and performs analysis on financial, administrative, organizational, operational, legislative, 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 positions changes and funding appropriations; provides administrative and budgetary assistance to departments.
- Works with assigned departments to ensure audit recommendations are implemented and that departments comply with County policies and procedures.
- Responds to media inquiries and drafts news releases.
- Gathers data and information needed to respond to requests made under the Public Information Act.
- Participates on committees and task forces to resolve issues.
- Makes presentations to community and public interest groups.
- Reviews existing and proposed legislation for impact on the County and makes recommendations on action to be taken.
- Gathers, tabulates and evaluates study data.
- Formulates recommendations, prepares and presents reports.
- 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.

Possession of a valid California Driver's License.

Knowledge of: principles of public administration, basic governmental budgeting, organizations and management, methods of conducting analytical studies of administrative and management practices and procedures; relationships between local, state, and federal government, public interest groups and private enterprise; effective techniques for speaking before groups and making public presentations.

Ability to: conduct research, and compile statistical data, analyze findings and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems; write reports in a logical, comprehensive, and concise manner; establish and maintain effective, cooperative working relationships; coordinate issue resolution between representatives of County and non-County departments and offices; read and understand rules, regulations, statutes, and case law; use a personal computer to write reports, perform statistical analysis and conduct research; acquire subject matter expertise in functional areas.

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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