

Departmental Analyst

Definition:

Under direction, to perform a wide variety of analytical duties in support of a departmental service or program. Incumbents may oversee support staff.

Incumbents perform professional level analytical duties in support of a departmental service or program. They work under direction and are expected to become proficient in the full range of duties as assigned.

This position is distinguished from the Supervising Departmental Analyst, which is responsible for performing full supervisory responsibilities.

Essential Functions:

- Prepares grant proposals and requests for proposals to include researching, compiling, composing and formatting responses and applications. Administers grant funding programs.
- Analyzes a variety of information such as legislation, proposals, budgets, expenditures, documents, etc.; updates and/or develops documents, policies or procedures to address program requirements.
- Conducts studies to include determining scope, planning, organizing, compiling, analyzing, and making recommendations.
- Provides technical assistance and guidance to clients, customers, other agencies and department staff in area of expertise; serves as a subject matter expert.
- Serves as a liaison to other departments, agencies, customers, etc.
- Participates in and/or chairs committees, meetings and task forces.
- Negotiates agreements and contracts.
- Develops, administers, coordinates and evaluates programs/projects.
- Creates and maintains databases for tracking a variety of information; utilizes and maintains electronic records and files; accesses and utilizes electronic database computer systems; and performs basic typing and computer tasks.
- Prepares and gives presentations on studies and projects.
- Performs other duties of similar nature or level as required.

Employment Standards:

Bachelor's Degree OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying experience may include reading and interpreting legislation and regulations, conducting research, budget preparation, managing projects, preparation of grant proposals and negotiating contracts.

Knowledge of: statistical methodology; research techniques; report writing techniques; budgeting principles; conflict resolution techniques; and applicable laws, rules, regulations and policies.

Ability to: conduct research including researching on the internet; performing mathematical calculations; reading and interpreting legislation and regulations; using computers and related software applications; preparing reports, charts, graphs and other presentation materials; solving problems; technical business writing; managing projects/studies; preparing and giving presentations; negotiating; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction; maintain effective work relationship with public and private agencies.

Supplemental:

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.