

RESEARCH/FISCAL ANALYST

DEFINITION

Under direction of the County Board Chair, performs research and analysis of budget, operational, and public policy issues; monitors and evaluates pending legislation; assists in budget development, analysis, and review; responds to inquires from County Board Supervisors, the public, and other governmental units; provides budgetary oversight; makes presentations to County Board committees as necessary; prepares reports and correspondence; and performs related work as required.

EXAMPLES OF DUTIES

Researches a variety of policy and operational issues, including review and analysis of statutes, administrative rules and practices, county ordinances, and program, budget, and operating data. A primary responsibility will be to assist the board review of the county budget during the budget session and monitoring during the rest of the year, including analysis of Executive and departmental initiatives. Reviews resolutions and fiscal estimates. Also assists in the preparation of the board budget and oversight of same. Responds to requests for information from supervisors, the public, and other governmental units, including preparation of related reports and correspondence. Recommends new policies and procedures. Meets with department heads and key staff as needed. Works with other board staff as necessary and appropriate. Prepares summaries of reports issued by county agencies. Operates personal computer equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from an accredited four year college or university with a major in business administration, public administration, or closely related field and two years professional work experience in quantitative and qualitative research related to budget analysis and monitoring. Prefer required experience include contact with elected legislators.

Knowledges and Abilities: Knowledge of the principles of public administration and budgetary management; familiarity with current research and analytic techniques; knowledge of governmental budget and and policy making procedures. Ability to speak and write effectively; ability to work independently and to excercise sound judgment in interpreting and completing assignments; ability to effectively relate to, and communicate with agency personnel and County Board Supervisors; ability to collect, summarize, and analyze quantitative and qualitative data; ability to make recommendations regarding the best alternatives from various perspectives, ability to respond effectively to inquiries for information. Ability to operate word processing, speadsheet, and graphics software packages on a personal computer.