

PRINCIPAL STAFF SERVICES ANALYST

DEFINITION

Under general direction, manages and administers one or more department-wide staff services functions; plans, organizes, directs, and controls functional activities pertaining to general and fiscal services; performs highly advanced and complex analytical duties in support of the assigned function(s); and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is a highly advanced-level class in the professional Staff Services series. In a small department, incumbents may be responsible for managing and administering several staff services functions. In a larger department, incumbents are typically responsible for managing and administering a single, department-wide staff services function, depending on the size and scope of that function. In addition to managing and administering the assigned function(s), the incumbent also performs highly advanced and complex analytical work. Incumbents may supervise subordinate clerical, technical, and/or professional staff; however, supervision is not a distinguishing characteristic of this classification. Instead, positions are primarily characterized by their functional management responsibilities.

The Principle Staff Services Analyst classification is distinguished from the Staff Services Analyst III in that the latter describes a lead worker who does not manage or administer a major department-wide staff function. It is also distinguished from the Supervising Staff Services Analyst in that the latter is primarily a first level supervisor over a group of professional analyst staff. Finally, it is distinguished from the class of Staff Services Manager in that the latter describes an incumbent who serves as a second level professional supervisor and also has advanced management responsibility over multiple divisions and functions.

The Principal Staff Services Analyst differs from child support or social service program manager classifications in that incumbents in the former manage administrative rather than program-related functions pertaining to employment, eligibility, social services, or child support.

REPORTS TO

Social Services Director or Program Manager-Services-Asst. Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant Technician, Fiscal & Technical Service Assistant and various Office Staff.

PRINCIPAL STAFF SERVICES ANALYST – 2

EXAMPLES OF DUTIES

- Plans, directs, and manages the activities of a staff services functional area with department-wide scope and impact.
- Provides guidance and technical direction to management, supervisors, and subordinate staff; serves as a highly skilled subject matter expert in areas of assignment .
- Plans, directs, and manages the collection and analysis of data; makes recommendations on the formulation of policy and procedures, as well as staffing and organizational changes.
- Plans, directs, and manages the implementation of surveys; directs and/or performs research and statistical analysis on complex administrative, fiscal, personnel, and/or programmatic matters.
- Plans, directs, and manages the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms.
- Plans, directs, and manages the preparation of budgets, reports, manuals, and/or publications.
- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations for improvement; and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics.
- Assists in the management of the department by evaluating existing and proposed organization, policies and procedures; consulting with and advising department personnel; making recommendations and directing, reviewing, and evaluating the implementation of changes.
- Directs the maintenance of complete and accurate fiscal, personnel, payroll and related records, and ensures timely completion.
- Participates in the establishment of strategic short-term and long-range program planning.
- Coordinates, monitors, and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, and forms, conducts research and develops procedures to improve efficiency and cost effectiveness; and monitors expenditures.
- Conducts studies, evaluates, and prepares reports on departmental and assigned division operations including procedures, systems, space requirements, organizational structure, expenditure of funds and types of effectiveness of equipment.
- Drafts, reviews, and analyzes existing and proposed policies, rules, regulations, legislation, and ordinances affecting unit area, recommends and implements changes as needed.
- Plans, directs, and manages activities to meet department-wide training and development needs.
- Plans, directs, and manages the development and/or coordination of resources for department-wide training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.
- Evaluates department training needs, designs, and delivers in-service training, evaluates effectiveness. Coordinates department participation in countywide training program.

EXAMPLES OF DUTIES CONTINUED

- Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings; responds to the more sensitive and difficult complaints and requests for information.
- Supervises the work of clerical, technical, and/or professional analyst staff; assigns work, establishes work priorities and performance standards and provides feedback to subordinates.
- Interviews, selects, and makes hiring recommendation of assigned staff.
- Serves as the fiscal officer with department-wide responsibility for administering fiscal functions.
- Directs and oversees staff in performing various fiscal analyses, preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management.
- Plans, directs, manages, and participates in the development of the departmental budget including proper expenditure coding; analysis of estimates of expenditures, analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds and personnel; review and consultation with department management staff; review with the County Executive's staff; final budget preparation and presentation.
- Develops policy and procedure recommendations for the preparation and maintenance of the department budget.
- Ensures that revenues are maximized by ensuring proper use of time study codes, understanding the nature of allocations, capped vs. uncapped allocations, grant requirements, etc.
- Oversees the fiscal administration of specified grant-funded programs, including developing fiscal reporting systems, ensuring that funding requirements are met, and coordinating preparation and response to funding agency audits.
- Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinates and consults with other department personnel and other departments; and obtains final approval for changes.
- Monitors and evaluates departmental budgets, budget change proposals, and related expenditures and revenues; monitors expenditure of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budgets.
- Formulates or assists in formulating fiscal policy for the department in consultation with program administrator and other management staff. Leads or assists in planning, coordinating, and implementing fiscal goals, objectives, policies and procedures, and internal financial control systems within assigned department.
- Recommends strategies to maintain the fiscal integrity of the department.
- Oversees or participates in consulting, researching, negotiation, and monitoring contracts and agreements with outside suppliers, service providers, leasing agents, and others.

PRINCIPAL STAFF SERVICES ANALYST – 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of management in a public agency departmental setting.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles of management analysis and organizational design necessary to formulate administrative policies and procedures.
- Basic county government rules and responsibilities and functions, terminology and practices of the department to which assigned.
- Principles of organization, administrative, and fiscal management.
- Principles of program planning and evaluation.
- Principles, problems, and methods of public and business administration, including organization, personnel, fiscal, management, and budgetary control.
- Data analysis and statistical representation techniques.
- Computer applications related to the work, including spreadsheets and basic methods of graphic presentation, word processing, and electronic mail.
- Techniques and methods of organizing and motivating groups. Principles and methods of strategic planning.
- Governmental functions and organization.
- Effective leadership and team building principles.
- Effective communication, facilitation methods, and aids used for training programs and presentations.
- Long range financial projecting and forecasting techniques and public financing methods.
- Advanced principles, methods, and procedures of budget preparation and control; general accounting principles.
- Financial statement preparation.
- Economic analysis and forecasting techniques.
- Methods and techniques of public financing.
- Principles and practices of auditing and reconciling financial documents and records related to the functions of the department to which assigned.
- Principles and practices of governmental accounting, auditing, budget analysis, formulation and control, and complex financial systems development and operations.
- Principles and practices of various budgeting processes, including performance-based budgeting, zero-based budgeting, and incremental budgeting.

Ability to:

- Plan, organize, direct, control, and review the work of staff and activities of a department-wide staff services function.
- Administer and perform highly complex activities associated with department-wide fiscal, personnel, or general analysis.
- Analyze data and present ideas and information effectively.
- Identify problems and central issues and develop workable solutions.

PRINCIPAL STAFF SERVICES ANALYST – 5

Ability to continue:

- Consult with and advise executive staff, managers, and supervisors on a wide variety of matters.
- Participate in strategic planning activities to recommend and implement organizational changes and improvements.
- Analyze complex organizational problems, evaluate and select alternatives, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.
- Collect, analyze, interpret, and evaluate a variety of financial and statistical data and prepare persuasive verbal and written reports and recommendations.
- Analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background.
- Analyze situations accurately and initiate appropriate action.
- Consult with and coordinate the administrative requirements of different department staff members.
- Effectively counsel employees on work errors or deficiencies and take appropriate disciplinary actions as necessary.
- Prepare clear, concise, accurate, and effective correspondence, presentations; financial, statistical, and narrative reports; policies, procedures, and other written materials.
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.
- Understand, interpret, apply, and explain complex laws, rules, and regulations as they relate to assigned areas of responsibility.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral.
- Effectively represent the department to other departments and agencies and before public bodies; and to secure willing cooperation of operating officials in accepting and carrying out sound personnel management practices.
- Establish and maintain effective working relationships with a variety of department staff.
- Exercise judgment, tact, and diplomacy with a variety of political, social, economic groups in a variety of situations relative to a variety of issues.
- Work independently in identifying the need for developing proposed changes to operating practices, programs, and policies.
- Manage and perform various aspects of budget analysis, preparation, and monitoring.
- Analyze and make effective recommendations regarding financial and accounting procedures.
- Develop, implement, and administer a multiple accounting control, fund disbursement, and fiscal reporting system.
- Develop, monitor, and implement a complex annual budget for a moderate-sized public agency, including policy development.
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal condition.
- Plan and carry out various analytical studies in the area of budget administration and complete tasks that include high level inter-departmental coordination and cooperation.

PRINCIPAL STAFF SERVICES ANALYST – 6

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

Training and Experience:

One (1) year of full time experience comparable to a Supervising Staff Services Analyst;

OR

Two (2) years of full time experience comparable to a Staff Services Analyst III;

OR

Three (3) years of full time experience comparable to a Staff Services Analyst II;

OR

Graduation from an accredited college or university with a bachelor's degree;

AND

Four (4) years of professional experience performing general administration, personnel, and/or fiscal work.

Substitution: Additional technical or higher-level administrative experience performing general administrative and/or fiscal work may substitute for up to two (2) years of the required education on a year-for-year basis.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.