



CLASS SPECIFICATION

Class Code: 0160
Date Est: 7/73
Last Rev: 4/98
Last Title Chg: 3/2001
FLSA: non-exempt

FISCAL ANALYST TRAINEE

DEFINITION

Under immediate supervision performs entry-level work in budget preparation, research and data collection; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Fiscal Analyst class series which provides for progression to the next level in the series upon satisfactory completion of the required training period (no longer than twelve months) and recommendation of the appointing authority. Used as a training class, incumbents may have little or no directly related work experience.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct research and compile information and statistics to assist with the preparation and administration of annual budgets to ensure cost efficient government services for the public.

Review work methods and procedures to assist in operational evaluations of programs/departments; recommend changes in work processes, workflow and/or equipment used to resolve operational or productivity issues.

Participate in the development of recommendations by analyzing statistics, researching records and compiling data to address aspects of administrative, budget and productivity issues.

Participate in the preparation and presentation of written and oral reports containing detailed findings and recommendations to address a variety of administrative problems, improve services and operations and evaluate functions and programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Management information systems and software specific to the department or division.

Functions, organization, and programs of Nevada local government agencies.

Organizational structure, functions, programs, and policies of Washoe County Government.

Statistics and graphic presentation.

Elementary work flow measurements techniques, e.g., flowcharting and work sampling.

Fundamental budget development and control techniques.

Methods and principles of basic program planning and research techniques.

Ability to:

Perform a variety of rudimentary analytical studies.

Perform fundamental budget development and financial control work

Gather data and evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Analyze a variety of information and write clear, concise narrative reports.

Develop recommendations regarding work procedures and cost effective services.

Represent the programs, operations and functions of the County to elected officials, the public, County staff and other government agencies.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles of public and/or business administration.

Principles and techniques of data collection and summary reporting.

Principles of report writing.

Ability to:

Collect and evaluate financial and productivity data.

Develop informative and concise recommendations.

Present findings and assist with the implementation of recommendations.

Interpret and apply regulations, policies and procedures.

Operate a personal computer and a variety of software packages, including spreadsheets and word processing.

Communicate in a clear, concise manner both orally and in writing.

Maintain effective working relationships with elected officials, the public, department heads, staff and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional weekends.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001