



## CLASS SPECIFICATION

Class Code: 0161  
Date Est: 7/73  
Last Rev: 4/98  
Last Title Chg: 3/2001  
FLSA: Exempt

### FISCAL ANALYST I

#### **DEFINITION**

Under supervision, performs routine technical work in budget preparation, analysis and productivity studies; 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, plus one year of experience involving budget and/or productivity analysis, development of findings and recommendations; OR one year of experience at a level equivalent to Fiscal Analyst Trainee; 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 a continuing trainee class in the Fiscal Analyst class series, which incumbents may occupy until they meet the minimum qualifications for Fiscal Analyst II (journey level) and are recommended for promotion by the appointing authority.

#### **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 for assigned departments to ensure cost efficient government services for the public.

Develop recommendations for presentation to department heads, advisory boards and the Board of County Commissioners by conducting statistical analyses, researching records and compiling data to address administrative, budget and productivity issues.

Prepare and present 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.

Review expenditure reports and other accounting records of assigned departments to ensure compliance with established budget guidelines; contact departmental representatives to resolve discrepancies, irregularities and potential over expenditures.

Meet and work with elected officials, department heads, staff and others to discuss needs, resolve problems and develop recommendations.

#### **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 programs used in the assigned area.

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

Organization, functions, programs, and policies of Washoe County Government.

Government accounting and budget principles and practices.

Organizational theories, principles and management techniques and practices.

Methods and principles of program planning, analysis, and evaluation techniques.

**Ability to:**

Perform a variety of analytical studies.

Perform fundamental budget development and financial control work

Develop informative and concise recommendations.

Make written, visual and oral presentations.

Develop and implement 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:**

Statistics and graphic presentation.

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

Fundamental budget development and control techniques.

Methods and principles of basic program planning and research techniques.

Organizational theories, principles and management techniques and practices.

Methods and principles of program planning, analysis, and evaluation techniques.

Principles and techniques of data collection and summary reporting.

Local governmental organization and operations at the County level.

**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.

Present and assist with the implementation of findings and 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 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 evenings and 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