



CLASS SPECIFICATION

Class Code: 60017426
Date Established: 04/2013
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Chg:
FLSA: exempt
Probation: 12 Months

PRINCIPAL FISCAL ANALYST

DEFINITION

Under direction, assists in the oversight of the operations and functions of the Budget division; performs highly specialized financial and budgetary analytical assignments and studies; serves as the budget liaison for the most complex assignments; 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, finance, economics, or closely related field AND four years of professional work experience in budget and/or financial administration for a public agency; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision.

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

Assist with the development of the countywide budget and budget related policies, methods and procedures and recommend appropriate modifications to ensure effectiveness.

Conduct research and compile information and statistics that will become the foundation for the preparation and administration of annual budgets for assigned departments to ensure cost efficient government services for the public.

Provide direct support to the Budget Manager by overseeing more complex assignments such as the capital improvement program, countywide cost allocation, large/complex county departments/agencies/funds, legislative support, annual budget process, long-range financial forecasts, etc.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Lead management, efficiency, and productivity studies.

Monitor County finances, advise of needed corrective action and submit status reports to the Budget Manager or Chief Financial Officer regarding the financial status of the County, potential financial problems, forecasts of future income and indebtedness, financial impact of existing regulations and proposed legislation and potential impact of County plans.

Assist with the administration of short and long-term financing agreements, developing the schedule of payments for debt service and coordination with the Comptroller to ensure timeliness of payments and the maintenance of appropriate fund levels.

Assist with administration and coordination of bond issues, bond refinancing, capital improvement projects and infrastructure financing, and various aspects of cash requirements as directed by the Budget Manager or Chief Financial Officer.

Develop recommendations for presentation to department heads, advisory boards and the Board of County Commissioners regarding grants, utility rates, service fee increases, general assessment bonds, services and operations by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and other issues.

Ensure compliance with established budget guidelines, using automated budget and fund accounting systems, to monitor expenditure reports and other accounting records of assigned departments; work with departmental representatives to implement budget requests, resolve discrepancies, irregularities and potential over expenditures.

Analyze the productivity and operational performance of departments and programs through the review of work methods, procedures and other measurements; develop recommendations for changes in organizational structure, work procedures, workflow and/or equipment to ensure cost effective operations and to avoid duplication of services.

Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, improve services and operations and evaluate functions and programs.

Conduct special analytical studies and research using a variety of computerized and other research tools, in response to request for information from County Commissioners, the Chief Financial Officer, or the Budget Manager.

Perform statistical analyses to forecast revenue and expenditures.

Represent the concerns of Washoe County at the State Legislature and with interim committees of the legislature by providing testimony, fiscal data and recommendations about the impact of proposed legislation on County operations.

Participate in various committees, researching issues, defining problems, making recommendations and assisting with implementation of action plans.

Participate in planning and implementing new countywide protocols, operating methods and coordinate the development and maintenance of financial databases to provide fiscal information and develop fiscal control.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Organizational structure of Washoe County as it relates to programs and activities of assigned area(s).

Principles of management and organizational theory.

Principles of public administration and governmental operations.

Washoe County budget, finance policies, and procedures.

Departmental/divisional policies and procedures.

Local governmental organization and operations at the County level.

Nevada Statutes that impact County operations.

Ability to:

Collect, analyze and evaluate financial data related to complex budgetary issues and departmental functions and operations and make appropriate recommendations.

Develop and present informative and concise recommendations.

Select, supervise and evaluate the performance of assigned staff.

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 and practices of strategic financial management; including budgeting, cost/benefit analysis, forecasting revenues, and fiscal impact of programs.

Principles and practices of governmental accounting and reporting.

Principles and practices of supervision and training.

Principles and techniques of statistics, data collection and summary reporting, including graphic presentation

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Communicate effectively both orally and in writing.

Interpret and analyze policies, procedures, regulations, and laws.

Perform a variety of complex, specialized analytical studies.

Deliver effective written, visual and oral presentations to advisory boards, the Board of County Commissioners and others.

Implement recommendations regarding work procedures and cost-effective services.

Write and/or compile clear, concise, and accurate statistical and narrative reports.

Operate various hardware devices and software applications to track financial data such as departmental accounts and project costs, make budget adjustments, prepare required reports, etc.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 10 lbs.

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