

CITY OF VANCOUVER

Analyst (*Continued*)



ANALYST

CONCEPT

Performs a variety of professional, technical, analytical and administrative functions in the support of City and departmental operations and services. Duties assigned to this classification emphasize research, analysis and development of recommendations in areas such as budget development, financial analysis, organizational analysis, internal audit, service delivery, and public policy. Analysts may also provide highly responsible and complex administrative support to City management.

DISTINGUISHING CHARACTERISTICS

The Analyst classification encompasses the full range of expertise – from entry through advanced - involved in the collecting, monitoring and analyzing of data, interpreting and implementing policies, statutes, and legislative directives, and providing recommendations for improving the operational efficiency of the various departments in the City. The following outlines criteria to be considered in individual placement within the classification:

Level A This is the first working level of the series. Generally, this level is characterized by more routine assignments, projects of a narrow scope, and limited authority for independent action – *or* – assignments that perform the full scope of analytical duties (as described in Level B) within a service area of limited scope or budget.

Level B This is the fully qualified working level of the series for employees assigned to support City service areas of significant size, budget and scope or provide support in core administrative areas. Assignments at this level require the demonstrated ability to effectively perform the complete range of analytical work and the application of thorough knowledge within a particular discipline (e.g. budget, human resources, etc.) or broad expertise in particular operational areas.

Level C This level is characterized by expert competence in and assigned responsibility for a professional discipline or specialization with broad organizational impact. Positions at this level typically involve responsibilities for the entire City organization.

Level D This is the highest, advanced level in this series and is distinguished by the level of complexity, sensitivity, and/or diversity of assignments, involving policy level issues with impact on the entire City organization and the consistent use of independent judgment in dealing with those assignments.

Analysts at all levels may provide technical or functional direction to lower level technical or clerical classes.

EXAMPLES OF WORK--(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions assigned to this classification.)

Collect, monitor and analyze data; interpret policies, statutes and legislative directives; and provide recommendations for improving the operational efficiency and effectiveness of the City.

Consult with City managers and others to gain an understanding of operations, practices, and needs; identify goals and objectives for specific analytical projects or assignments; and recommend improvements to City services.

Make budget and program proposals and recommendations, based on best practices research and analysis of financial, efficiency and organizational impacts; provide technical direction and assistance to City managers in the development and analysis of budget submissions.

Conduct multi-variant statistical analysis to discover patterns (e.g., connecting seemingly isolated cases) and determine cause-effect relationships.

Develop data collection instruments; gather, catalog, and summarize quantitative and qualitative data (e.g., cost and other performance measures, customer satisfaction, demographics, training needs, salary and benefits data, community/City benefit, crime data, etc.) to support organizational planning and resolution of issues.

Provide training, consultation, and technical assistance in areas of expertise and assigned areas of responsibility.

Consult with City departments and employees to assess general and specific Human Resource needs; analyze needs and recommend strategies surrounding recruitment/selection and staffing, classification, compensation, employee benefits, employee relations, performance management, organizational development and/or training.

Research, develop and present recommendations to management regarding resource deployment (e.g., financial, human resources), alternative funding sources, service delivery options and service levels.

Coordinates the work of outside contractors and/or consultants, as necessary.

Coordinate special projects with City departments, community organizations and other public agencies; facilitate groups (department representatives, technical experts, members of the community, and staff of other agencies) to clearly articulate needs/goals, resolve conflicts, develop plans, and monitor progress toward goals.

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Plan and conduct financial audits of various City activities; examine and evaluate City's internal control systems; examine the reliability and integrity of information; ensure compliance with policies and procedures, laws and regulations.

Prepare and present complex reports and recommendations.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Requirements will be determined at the time of recruitment based on the responsibilities of the individual position and business needs of the department.

OPERATING PRINCIPLES

Individuals assigned to this classification are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees. Provide a high level of customer service at all times. Project and maintain a positive image with those contacted in the course of work. Develop and maintain collaborative and respectful working relationships with team members and others. Consistently provide quality service.

WORKING CONDITIONS

Flexible work hours with some evening or weekend work may be required.