

## **FISCAL EFFICIENCY AUDITOR\***

### **CLASS DESCRIPTION**

#### **General Responsibilities:**

This is responsible advanced-level professional analytic work primarily in the areas of economic, financial and policy analysis. This work will incorporate the development and administration of a quantitative Budget Benchmarks Assessment Program. Work is performed with a high degree of independence within applicable policy and procedural guidelines and may involve self-initiated work consistent with the needs of the organization. The employee will be assigned varied and responsible analytic activities and prepare substantive study recommendations for the Mayor's Office and policy body consideration. Work may include providing leadership, advice, and consultation to colleagues, on a project basis. Work is performed under the general direction of the Mayor, or his designee.

#### **Examples of Duties and Responsibilities:**

Conduct or participate in varied and highly complex multi-faceted program evaluations and special studies regarding departmental operations, budgets, budget requests, and general City finances and revenues. Provide expertise and advice on a wide variety of related management activities and initiatives. Exercise judgment and initiative in developing analytic study methodologies and implementation strategies.

Develop, recommend and implement performance measures to assess fiscal efficiencies, utilizing quantitative benchmarks. Establish linkages between performance and resources in conjunction with budgetary processes. Provide related analysis, consultation and recommendations.

Analyze existing and proposed City programs and services to develop or improve fiscal efficiencies. Exercise judgment in considering impact upon existing services, the property tax levy, and both present and future capital and operating budgets. Make and defend substantive recommendations on the possible reallocation of existing and/or potential resources. Exercise judgment in identifying and conducting related studies, analyses and evaluations as necessary.

Research potential collaborations, mergers, and efficiencies both within the organization and with neighboring communities, the university, and the private sector. Assist in the coordination and promotion of these efforts incorporating a broad range of considerations aimed at improving City services and/or reducing associated costs to tax payers.

Identify internal and external factors that materially impact organizational efficiencies, and provide related analysis. Conduct national/international best-practice research and provide related recommendations for new or enhanced City programs. Consult with managers on fiscal issues and explore creative methodologies for their resolution.

Forecast the impact of pending legislation, economic trends or technologies on City budgets, and foster pro-active changes where indicated. Develop "early warning" indicators to allow policy-makers and managers to make program changes before services or costs are negatively impacted.

Examine unusual expenditure trends and conducted related analysis. Identify causations and develop responsive recommendations.

Provide liaison between the Mayor's Office, Comptroller's Office and City agencies regarding administrative and/or budgetary issues emphasizing the development and application of quantitative performance measurements. Meet with agency heads, departmental personnel, and other individuals to discuss and advise them on a wide variety of related issues.

Document and communicate City processes; recommend substantive improvements; develop related statistical, financial and narrative reports.

Perform related work as required

## QUALIFICATIONS

### Knowledges, Skills and Abilities:

Thorough knowledge of the principles of public administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles and the ability to develop and implement effective performance measurement criteria. Thorough knowledge of computer-assisted data analysis techniques. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to provide leadership and consultation to subordinate staff, as needed. Ability to communicate effectively both orally and in writing. Ability to conduct interviews, collect and evaluate data and compile diverse financial, statistical and narrative reports and recommendations. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

### Training and Experience:

Two years of directly related journey level professional analytic experience in the analysis and enhancement of governmental programs from a fiscal efficiency perspective. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, economics or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Mayor	18	10

Approved: \_\_\_\_\_  
Roger Goodwin  
Interim Human Resources Director

Date

\*Administrative Analyst 3 is the payroll title.