

ENTERPRISE ANALYST 1-2

CLASS DESCRIPTION

General Responsibilities:

This is advanced level responsible professional analytic work primarily in the areas of economic, financial and policy analysis, and in the development and administration of City agency budgets within the City's Finance Department. Work is performed independently within applicable policy and procedural guidelines under the supervision of the Assistant Finance Director.

This series is structured to provide advancement from Enterprise Analyst 1 to Enterprise Analyst 2 as a function of the employee's career development and generally occurs after two (2) years.

Enterprise Analyst 1

This is the advanced-level of the professional Administrative Analyst series (Administrative Analyst 1-3). Employees at this level are consistently assigned to projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. Work is performed with considerable independence in areas where there are often not clear policy/procedural parameters. Work may include providing leadership, advice and consultation on a project basis. Work is performed under the general supervision of the Budget and Program Evaluation Manager and/or higher level officials.

Enterprise Analyst 2

This is the senior advanced-level of the professional Administrative Analyst series. Employees at this level are consistently assigned to projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. Work is performed with considerable independence in areas where there are often not clear policy/procedural parameters. Work may include providing leadership, advice, and consultation on a project basis. Work is performed under the general supervision of the Budget and Program Evaluation Manager and/or higher level officials. Advancement from Enterprise Analyst 1 to Enterprise Analyst 2 is contingent on demonstrated proficiency in performing the full range of duties and responsibilities of Enterprise Analyst 1.

Examples of Duties and Responsibilities:

Enterprise Analyst 1

Perform all the work consistent with the class of an Administrative Analyst 3.

Conduct or participate in varied and highly complex multi-faceted management audits, program evaluations and special studies regarding major policy initiatives incorporating long-term planning considerations, departmental operations, budgets, budget requests, and general City finances and revenues.

Analyze existing and proposed City programs and services. Make and defend substantive recommendations on the possible reallocation, merger, or discontinuation of resources and/or programs (including inter-governmental and/or privatization initiatives).

Serve as liaison between the Finance Department and City agencies regarding high level administrative, financial (e.g., financial performance of Tax Incremental Finance Districts, Investment Income projections and analysis, etc.) and/or major budgetary issues. Develop projected financial statements for revenue bond issues (e.g., Utility Revenue Bonds).

Serve as staff representative to the Finance Committee as required.

Perform related work as required.

Enterprise Analyst 2

Perform all the work of the Enterprise Analyst 1 class with demonstrated proficiency.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Enterprise Analyst 1

Two (2) years of directly related professional experience in budgetary development and/or program analysis, comparable to that gained as an Administrative Analyst 3 with the City of Madison. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Enterprise Analyst 2

Two (2) years of directly related professional experience in budgetary development and/or program analysis and program leadership, comparable to that gained as an Enterprise Analyst 1 with the City of Madison. Such experience will normally be gained after graduation from an accredited four-year college with a major in business administration, public administration, accounting, economics, finance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the

possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Enterprise Analyst 1

Thorough knowledge of the principles of business administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of computer-assisted data analysis techniques. Ability to provide leadership and consultation to subordinate staff, as needed. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to maintain confidentiality of sensitive information. Ability to conduct relevant high level municipal financial analysis (e.g., relative to performance of Tax Incremental Finance Districts, Investment Income projections and analysis, etc.). Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to work effectively with multi-cultural populations. Ability to perform accurate calculations. Ability to communicate effectively both orally and in writing. Ability to attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

Enterprise Analyst 2

Thorough knowledge of the principles of business administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of computer-assisted data analysis techniques. Demonstrated ability to perform the full range of duties and responsibilities of the Administrative Analyst 1 class. Ability to provide leadership and consultation to subordinate staff, as needed. Ability to evaluate the effectiveness of work programs and initiate enhancements. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to evaluate the effectiveness of work programs. Ability to conduct interviews, collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to maintain confidentiality of sensitive information. Ability to conduct relevant high level municipal financial analysis (e.g., relative to performance of Tax Incremental Finance Districts, Investment Income projections and analysis, etc.). Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to work effectively with multi-cultural populations. Ability to perform accurate calculations. Ability to communicate effectively both orally and in writing. Ability to attend meetings

outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

Special Requirements:

Employees in this classification will be expected to attend meetings of the Common Council and related bodies as required to discuss issues related to the budget. This includes budget deliberation meetings that are scheduled on consecutive evenings usually in November.

Department/Division	Comp. Group	Range
Finance Department	18	12
Finance Department	18	13

Approved: _____ Date
Erin Hillson
Human Resources Director