

ADMINISTRATIVE ANALYST 3

CLASS DESCRIPTION

General Responsibilities:

This is responsible advanced-level 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 Comptroller's Office. 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. Employees are assigned varied and responsible analytic activities and prepare substantive study recommendations for policy body consideration. Work may include providing leadership, advice, and consultation to subordinates, on a project basis. Work is performed under the general supervision of the Budget and Audit Manager.

Examples of Duties and Responsibilities:

Conduct or participate in varied and highly complex multi-faceted management audits, program evaluations and special studies regarding departmental operations, budgets, budget requests, and general City finances and revenues. Prepare and recommend operating and capital budgets; and 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.

Analyze existing and proposed City programs and services. 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. Prepare draft and/or final recommendations for incorporating diverse factors.

Provide project leadership, advice, and consultation on a project basis.

Serve as liaison between the Comptroller's Office and City agencies regarding administrative and/or budgetary issues. Meet with agency heads, departmental personnel, and other individuals to discuss and advise them on a wide variety of related issues. Gather and analyze information from interviews as well as other sources of information, including state, federal and local legislation, texts or other authoritative documents, and internal administrative procedures.

Participate in general City administration issues and provide staff support to various standing and/or ad hoc committees. Exercise initiative and discretion in the identification of issues and their resolution.

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 business administration and management. Thorough knowledge of general accounting and public finance applicable to City processes. Thorough knowledge of budgetary principles. 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 comparable to that gained as an Administrative Analyst 2, 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, 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.

Department/Division	Comp. Group	Range
Comptroller's Office	18	10

Approved:

Mary Ann Stalcup

Human Resources Director

Date