

ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Initially under close supervision, incumbents perform more routine duties while learning City policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. Analysts conduct a wide variety of difficult and responsible performance audits. They analyze and synthesize a broad array of statistical data and qualitative information to prepare recommendations on operational, budgetary, organizational and other administrative matters. Incumbents must exercise keen analytical and management skills, a good knowledge of statistics, effective written and oral communication skills and be able to respond to multiple issues involving a broad range of subject matter. Analyst is distinguished from Auditor in that incumbents in the latter class independently perform more specialized and sensitive audit assignments which require a thorough knowledge of audit principles and applications and a greater degree of independent judgment and discretion.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts risk assessments and prepares audit plans; develops detailed work plans; outlines analytic path to achieve audit objectives; develops statistical sampling programs; reviews laws, policies, best practices, regulations, contracts and previous audit reports; schedules and arranges audits;
- Collects data and information in various formats; interviews appropriate parties; conducts fieldwork to accomplish objectives; identifies experts in field of study for interviews; develops, administers, and determines the validity of surveys and questionnaires; reviews information for accuracy and usefulness; organizes information for easy retrieval and cross-referencing;
- Applies principles of logical thinking to conduct statistical and qualitative analysis of data and information, establish facts, and draw valid conclusions; reformats data to facilitate analysis and communication; reviews City records for accuracy and completeness against contracts, agreements, City guidelines or other regulations;
- Writes and organizes memoranda and other working papers to document interviews, research methodologies, results of analyses and other research conducted; conducts indexing and cross-referencing; drafts reports that summarize analyses of complex management issues, discusses management weaknesses and recommends solutions to issues or problems identified; writes and presents reports to the Common Council, City management, and the public;
- Conducts and documents follow-up on prior audit findings and recommendations;
- Writes reports and conducts the background work necessary to respond to non-audit engagements requested by the Common Council, City Management, or the Chief City Auditor; reviews accounts payable for consistency with purchasing documents and evidence that City purchasing policies were followed;
- Maintains a professional rapport with management; avoids conflicts of interests and notifies the Chief City Auditor immediately if any arise; maintains integrity,

objectivity, and confidentiality throughout assignments and models ethical behavior for the organization.

- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of public policy and public administration;
- Good knowledge of the practices and methods of organizational, operations, and performance, and statistical analysis;
- Good understanding of the principles, practices, and standards of governmental auditing standards;
- Good understanding of the City's auditing policies and procedures;
- Good knowledge of basic principles, tools and techniques of project planning and management;
- Strong organizational skills;
- Ability to collect, evaluate, and interpret statistical data in a variety of formats and communicate findings in both **statistical** and narrative forms;
- Ability to analyze complex operations, financial and organizational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations;
- Ability to use **statistical**, spreadsheet, and database software to maintain data and conduct analyses;
- Ability to write clearly and concisely; summarize complex ideas and data; prepare presentations including appropriate graphic displays;
- Ability to establish and maintain effective working relationships with bureau managers, city officials, representatives of other governmental agencies and others encountered in the course of work;
- Ability to constructively interact with the public in meetings, over the phone, and through written communication;
- Be comfortable working in a wide variety of settings with new and often complex government operations;
- Ability to conduct interviews as well as develop, administer, and determine the validity of surveys and questionnaires;
- Ability to maintain confidentiality;
- Good knowledge of personal computers, spreadsheet and database software, and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM REQUIREMENTS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, in public or business administration, management science, accounting, public policy, urban planning, or a closely related field **OR**

- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher which must include course work in research and statistical methods and 12 semester credit hours in accounting or a related field, **AND** one (1) year of satisfactory, full-time paid experience in financial administration, accounting or closely related field; **OR**
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher **AND** three (3) years full-time paid experience as defined by the requirements in (A) or (B) above; **OR**
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

[Adopted: 6/30/10](#)