POLICY/ FISCAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS:  The incumbent supports the Common Council’s legislative development and fiscal oversight functions and provides policy and fiscal analysis for the Common Council. Work assignments are received from the Common Council members and committees and involve responsibility for research, budget review and development, and assisting in the review of legislation. Attendance at Common Council caucus and committee meetings may be required. The work is performed under the direction of the leadership of the Common Council and the Research Counsel to the Common Council.

TYPICAL WORK ACTIVITIES:  (Illustrative only)

- Identifies, reviews, researches and analyzes policy, financial and budget issues, impacts and relative risks related to proposed council legislation, and executive initiated actions and interests;
- Attends and reports on Common Council committee meetings and caucuses, and drafts committee reports;
- Provides staff support to council standing and ad hoc committees; prepares, assembles and assures timely distribution of briefing materials to interested parties; and prepares and documents options and recommendations for committee action;
- Assist the Common Council in the annual budget process, including documentation and design of spreadsheets analysis, interpretation of and recommendations on revenue and expenditure data and trends, funding needs and staffing levels; coordinates with executive department to collect data, prepare reports, and gather information relative to the council's program and budget review needs;
- Prepare research papers and statistical and narrative reports;
- Identifies legal questions, refers to legal counsel, and incorporates legal advice and opinions into policy analysis and recommendations to council;
- Address constituent-related concerns involving the effective provision of city services;
- Update and maintain Common Council website and related electronic materials;
- Receive, analyze and reply to a variety of correspondence, usually of a confidential and/or routine matter;
- Administer special matters of a confidential nature;
- Does related work as required.
FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Good knowledge of English, spelling and punctuation;
- Good computer skills, including proficiency with Word, Excel, Microsoft office products, and computer research;
- Excellent communication skills, both verbal and written;
- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited or New York State college with an Master’s Degree (or higher) with experience in state or local government; OR

B. Graduation from a regionally accredited or New York State college with a Bachelor’s degree in public administration, political science or a closely related field and two years of experience in state or local government;