

**CLASS SPECIFICATION
Senior Financial Analyst**

GENERAL PURPOSE

Under general supervision, performs complex financial, budgetary, statistical and management analyses in support of the development and administration of operating and capital budgets, including the preparation and/or review and analysis of financial plans, operations and organization; performs complex analyses and provides sound professional recommendations and assistance in long-term financial planning, day-to-day business operations and policy formulation and implementation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Financial Analysts perform complex financial, statistical and technical analyses associated with the development, approval, implementation and monitoring of operating and capital budgets, the formulation of recommendations and the analysis of capital development and financing alternatives. Incumbents are expected to work closely and collaboratively with staff of other departments to ensure compliance of all program activities with applicable City and other legal requirements. Work requires a thorough understanding of budgetary and financial analysis principles, methods and techniques, the exercise of professional judgment in selecting appropriate analytical methods and latitude in developing proposals and recommendations.

Senior Financial Analyst is distinguished from Financial Analyst in that an incumbent in the former class independently performs difficult and complex analyses on issues requiring the exercise of sound judgment based on broad background and experience in developing and administering large scale, complex budgets and funds having significant impact on City and departmental operations.

The Financial Analyst class series is further distinguished from the Management Analyst class series by the incumbents' greater focus on performing detailed financial and budget analyses for special districts, enterprise funds and large departments with complex funding mechanisms and the required knowledge and skills to perform such work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Participates in planning, developing, implementing and administering large complex budgets; analyzes difficult and complex budget and financing proposals; meets with managers to evaluate budget request justifications; prepares and/or reviews revenue projections and expenditure forecasts for reasonableness; makes recommendations on proposals and other budgetary or financial matters; conducts analyses to identify issues and opportunities; develops recommendations to improve service delivery at lower costs; compiles and analyzes financial information applicable to power purchases and energy billings.

2. Participates in preparation, review, evaluation and monitoring of long-range capital improvement plans and budgets; performs complex analyses of capital program funding sources; monitors and updates operating and capital budgets to reflect budget adjustments and funding changes.
3. Conducts research and drafts proposed policies and procedures; prepares a variety of agreements requiring knowledge of City programs, legal requirements and relevant fee and reimbursement criteria, applicable to areas of assigned responsibility; prepares staff reports to City Council.
4. Sets up contractor progress payments; performs detailed review and analysis of contractor invoices to ensure conformance with work schedules, contract provisions and budget; requests additional information and invoice modifications to ensure compliance with contract terms and conditions; briefs management on contract management problems and disagreements and recommends appropriate courses of action; recommends the payment of contractor invoices following engineering review; prepares journal entries to correct invoicing and expenditure errors.
5. Coordinates utility services operations and development activities with the City's utility management company; audits and processes work authorizations and rights of way billings; audits and reconciles billings and payments; verifies accuracy and proper account coding of invoices and statements; verifies developer payments; posts journal entries for utility revenues and expenditures.
6. Builds databases or spreadsheets of financial, economic and other data and uses specialized software to generate forecasts of financial, rate and revenue impacts; creates financial models; performs complex financial analyses and statistical computations for various studies.
7. Prepares periodic and ad-hoc financial reports and provides in-depth analysis of financial conditions and future trends.

OTHER DUTIES

1. Represents the electric utility in meetings with various departments to resolve problems and reach decisions on utility development and operations issues.
2. Makes presentations to management and the City Council on complex budgeting and financial matters having significant financial and other organizational implications; researches and answers financial and other inquiries submitted by staff, City management, citizens, other municipalities and the City Council.
3. Reviews development projects and makes determinations regarding project participation in utility service area; assigns conditions for construction of utility infrastructure components; calculates developer reimbursements.
4. Manages and performs a variety of difficult and responsible special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of financial analysis and forecasting.
2. Principles, practices and methods of municipal budget development and management.
3. Principles, practices and methods of administrative, organizational and procedural analysis.
4. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
5. Basic principles, tools and techniques of project planning and management.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Research methods and analysis techniques.
8. Uses and operations of computers and Excel spreadsheet and other standard business software.
9. Principles and practices of sound business communication.
10. Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

1. Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Coordinate multiple, complex projects and meet critical deadlines.
3. Collect, evaluate and interpret a wide range of complex data, either in statistical or narrative form.
4. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
6. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.

9. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in finance, public or business administration or a closely related field; and at least five years of progressively responsible professional experience performing financial, budgeting and other similar analyses; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of management, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.