

City of San José
CLASS SPECIFICATION

Title: Financial Analyst (1228)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance and Retirement Services	Debt Administrator, Investment Officer, or Retirement Investment Operations Supervisor	Exempt

CLASS SUMMARY

Under general supervision, performs complex financial analysis and manages complex financial processes and operations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class performs difficult and complex analytical and management work requiring a full understanding of accounting and other financial and fiscal concepts and procedures. An incumbent in this class supervises or leads professionals in both the Accounting and Analytical series. The specific duties of this class may vary depending upon the nature of the assignment and the division location of an incumbent. This class is responsible for performing or managing a complex fiscal or financial operation. The unique focus of this classification is quantitative, fiscal, and economic analysis for management of financial operations.

The Financial Analyst class is distinguished from the Senior Financial Analyst in that the latter class is responsible for performing the most complex analytical and financial activities related to the city's debt management and/or investments, and have greater consequences of error and independence of action, and may represent the Debt Administrator or Investment Officer in the incumbent's absence.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of a baccalaureate degree from an accredited college or university in business, finance, accounting, public administration, or a closely related field including a minimum of eighteen semester units of advanced college course work in a combination of the following: business or governmental finance, accounting, economics, statistics, quantitative methods, or governmental financial management. Four years of increasingly responsible professional level analytical compliance, research, quantitative, and/or operation experience in financial, fiscal, or accounting work is required.

Acceptable Substitutions

Completion of an unrelated Bachelor's degree with a Master's or higher degree in a closely related field such as business or public administration, finance, may substitute for the education requirement including the eighteen (18) semester units of applicable college course work.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California driver's license may be required for some assignments.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices of debt and/or investments, citywide and departmental procedures/policies, and federal and state rules, regulations, and disclosure compliance requirements.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications, including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, MS Excel and SharePoint.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers, supervisors, and consultants by helping others accomplish tasks and using collaboration and conflict resolution skills. Develops analyst and financial analyst for job growth and advancement within the debt management and/or investment group.
- Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of the problem; collects information

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills, and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Governmental organizations, functions, and processes.
- Complex research techniques, data base development, analytical and statistical methods.

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- Types of debt instruments, including, but not limited to, general obligation, airport revenue, sewer revenue, tax increment, special assessment districts, community facility districts, multifamily housing revenue bonds, and lease revenue bonds.
- Public fiscal administration as related to municipal cash flows and investments.

Skills to:

- Effectively manage assigned debt and/or investment portfolios.
- Evaluate capital markets.
- Interact effectively and collaborate with financial consultants and municipal markets participants.

Ability to:

- Direct complex investment/debt systems and set work priorities.
- Evaluate complex financial and operational management issues and develop, recommend, and implement solutions in a timely manner.
- Prepare and present information to all levels of management and bodies charged with policy development.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Performs professional level functions associated with the management, monitoring, and administration of the City-wide Debt Program.	Daily
2.	Leads or supervises professional staff responsible for financial management functions.	Daily
3.	Maintains and coordinates the assigned financial operation with accurate, effective, and timely accounting for operation results and production of reliable financial and statistical information.	Daily
4.	Maintains complex databases for providing useful information for management decision making; provides interface between City departments and/or outside parties to ensure appropriate and timely action on complex financial systems and procedures.	Weekly
5.	Works closely with Finance Department's Accounting and Investment staff; City Departments involved with the issuing of debt; and with bond counsel, trustees, financial advisors, and underwriters from outside the City in order to effectively manage the City's debt portfolio.	Intermittent
6.	Maintains or supervises the maintenance of a large computerized Debt Management database including maintenance of appropriate accounts.	Intermittent

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
7.	Reviews regular, periodic account statements and other reports to ensure an appropriate account management and adherence to legal requirements and conformance with City policy.	Intermittent
8.	Prepares complex financial reports and analyses as part of the City's production and presentation of financial reports.	Intermittent
9.	Prepares complex financial, fiscal, and budget forecasts.	Intermittent
10.	Coordinates investment of bond proceeds.	As Required
11.	Reviews outstanding debt issues and completes complex interim arbitrage calculations to determine rebate liabilities to the IRS and coordinates five-year arbitrage calculations.	As Required
12.	Conducts cost studies; performs analysis of information and allocation of charges.	As Required
13.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet.
- Read printed materials and a computer screen.
- Communicate in person and over the telephone.
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment.
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements.
- Be exposed to moderate noise levels and controlled temperature conditions.
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 11/94, Rev. 8/96, Rev. 7/97, Rev. 12/20; s002