

**City of San José  
CLASS SPECIFICATION**

**TITLE: SENIOR EXECUTIVE ANALYST (U)**

<b>CLASS CODE:</b> 1650		
<b>DEPARTMENT:</b> City Manager	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:**

Under direction, performs professional analytic and administrative work of considerable difficulty to execute programs and projects for the City Manager. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS: (Level in the series and how distinguished from the other levels; other unique characteristics of the job such as a requirement to work weekends)**

An incumbent in this classification is responsible for complex staff support to the City Manager. This is the fully-experienced level in the unclassified Executive Analyst series in which an individual will work under the general direction of an assigned executive in the City Manager’s Office with full professional independence. An incumbent may supervise Analysts, Executive Analysts, and/or support staff as assigned.

**Evening and weekend work is occasionally required.**

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Education and Experience**

Any combination of training and experience equivalent to successful completion of a Bachelor's Degree from an accredited college or university and four (4) years of professional level analytic and/or administrative experience. A Master's Degree in public administration, business administration or related field is preferred, and can be substituted for a portion of the required experience.

**Licensing Requirements (such as driver’s license, certifications, etc.)**

Possession of a valid California Driver’s license may be required for some assignments.

**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of principles, practices and problems of city government organization, administration and management.
- Knowledge of report writing techniques and the principles of editing.
- Knowledge of contract administration principles.
- Knowledge of human resources administration principles and practices.
- Knowledge of financial management theory and practices, including government financing, budgeting and accounting.
- Knowledge of research techniques and basic statistical methods.
- Ability to communicate effectively with people of diverse backgrounds at all levels of the organization.
- Ability to organize, analyze, interpret and present data and other information, using automated equipment and applications as appropriate.
- Ability to assign and evaluate the work of others.
- Ability to operate basic computer tools.

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**Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):**

- Knowledge of the principles and practices of supervision.
- Knowledge of the organization, functions and processes of the City of San Jose, and of County, State and Federal levels of government as they affect the City of San Jose.
- Knowledge of City codes, charters, ordinances, procedures and policies.
- Ability to understand and quickly identify key issues related to decisions and recommendations, to make recommendations in difficult and complex situations, and to develop consensus.
- Ability to perform under stress with constant time limitations.
- Ability to analyze problems, create solutions and motivate others to adopt effective courses of action, and to stimulate and motivate individuals and groups to achieve desired goals.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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:	<b>FRE-QUENCY (Indicate % of time for each duty in increments no less than 5%)</b>
1.	Performs quantitative and qualitative analysis of City departments, programs, operations, and/or budgets, including the City Manager's Office (CMO) itself.	20%
2.	Prepares reports and evaluations of City departments, programs, operations, and/or budgets, including the City Manager's Office (CMO) itself.	10%
3.	Reviews policy options and make recommendations to City management and City Council.	10%
4.	Makes presentations on behalf of the City Manager and City administration to neighborhood and community groups. Represents the City Manager at meetings and on committees as assigned.	5%
5.	Responds to and assists in resolving citizen complaints regarding City staff and services; identifies and analyzes causes and patterns of problems.	5%
6.	Identifies and evaluates community needs; analyzes, monitors and evaluates service levels; and recommends actions or improvements as appropriate.	10%
7.	Provides liaison support for the City Council, Council Committees and City Boards & Commissions.	10%
8.	Performs special projects in support of City Manager's Office priorities.	10%
9.	Performs analysis and prepares reports associated with Employee Relations issues.	10%

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10.	Develops information regarding potential legislative actions, reviews legislation introduced at state and federal levels to identify those which may impact the City. Analyzes significant pending legislation and/or coordinates legislative analysis among affected departments, and develops and coordinates recommendation for formal position on behalf of the City on significant pending legislation.	10%
11.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)**

	Climbing		Kneeling		Crawling
	Balancing	x	Lifting	x	Reaching
	Stooping	x	Fingering	x	Standing
x	Talking	x	Grasping	x	Walking
x	Hearing	x	Feeling		Pushing
	Crouching				

Select one of the following:

  x   Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**CLASSIFICATION HISTORY (12/01)**  
**1560s001.doc (formerly titled Sr. Executive Assistant U)**