

City of San José
CLASS SPECIFICATION

Title: Senior Financial Analyst (1226)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Debt Administrator or Investment Officer	Exempt

CLASS SUMMARY

Under direction, performs complex professional work of considerable difficulty in the oversight of assigned program area; ensures compliance and reporting requirements pertinent to the city's debt and/or investment portfolio; monitors and maintains the city's debt and/or investment portfolio, and performs debt- and/or investment-related financial analysis; assists with the management of budgets, projects, research, and financial activity related to debt and investments; and performs citywide financial analyses as required; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Financial Analyst classification series responsible for performing the most complex analytical and financial activities related to the city's debt management and/or investments. Positions in this class are only assigned to the finance department, reporting directly to the Investment Officer or Debt Administrator. Senior Financial Analyst typically has direct reports in supervisory classifications and/or professional classifications such as Financial Analyst. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion, and independent judgment, as it relates to the city's debt management and/or investments. This class is distinguished from a Financial Analyst in that incumbents have responsibility for managing significant projects composed of several components headed by the latter class. Incumbents of this class generally receive assignments only in general terms and use personal judgement and knowledge in determining action to be taken on technical problems within the limits of established policy. This class performs more complex financial responsibilities, greater consequences of error and independence of action, and is assigned the most difficult complex, and sensitive projects.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of a Bachelor's degree from an accredited college or university with an emphasis in business, finance, accounting, public administration, or closely related field, including a minimum of eighteen (18) semester units of college course work in a combination of the following: business or governmental finance, accounting, economics, statistics, quantitative methods, or governmental financial management.

Five (5) years of increasingly responsible professional level analytical, compliance, research, quantitative, and/or operation experience in financial, fiscal, or accounting work is required.

Acceptable Substitution

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; uses logic and intuition to arrive at decisions or solutions that achieve desired outcomes.
- Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

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- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills, and abilities that are more position 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.
- 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.
- California Government Code Sections 53600 et seq. including competency in exercising fiduciary responsibilities to protect the interests of the city, tax, and rate payers, and the public.

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	Manages assigned portions of the City's investment portfolio, debt issuance, administration, and payment schedule; makes recommendations regarding investment or debt strategy.	Daily
2	Prepares written reports and council agenda items relating to debt management or investment issues; prepares and reviews financial and credit analysis of debt and investment options as required; analyzes City's cash flow when needed.	Daily
3	Negotiates purchases, sales, and exchanges of marketable securities.	Daily

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4	Manages a variety of key program components, such as master schedule/calendar of key dates and expirations for bond compliance items, consultant service agreements, rating agency presentations/surveillance requests/rating updates, direct purchases, sales, marketable securities and short-term debt obligations.	Daily
5	Plans, organizes, directs, and coordinates the work of assigned subordinate professional, technical and support staff; reviews and evaluates work products, methods, procedures, and performances; provides developmental coaching to the Analyst and Financial Analyst within the debt and/or investment group for job growth and advancement.	Daily
6	Confers with a variety subject matter experts and stakeholders, such as underwriters, investors, and municipal advisors regarding the city's investments or debt portfolio. In addition, assists in the competitive selection of municipal advisors, underwriters, banks, and trustees.	Weekly
7	Coordinates with other city departments regarding their investments or capital planning, including development of debt financing options within the context of the city's policies and procedures.	Weekly
8	Manages a functional area in the treasury division to ensure completion of assignments in a timely and accurate manner when given a lead assignment role.	Weekly
9	Conducts complex financial studies; prepares a variety of periodic and special financial and other reports as required.	Weekly
10	Identifies and evaluates prospective investments, including monitoring related to the appropriate bond funds.	Weekly
11	Prepares complex financial, statistical, narrative reports, and correspondence and other documents for a variety of audiences, including the Director, Assistant Director, Deputy Directors, City Manager, City Attorney, Mayor, City Council, and investor communities.	Weekly
12	Leads and participates in the preparation of required disclosure documents for bond offerings, annual reporting, and material event notices, including coordination with the appropriate city departments; provides assistance to the disclosure working group and keeping a log of disclosure working group activities through completion of each and any debt obligation offering.	Weekly
13	Ensures compliance with all applicable requirements, such as the annual disclosure compliance audit and the city's annual reporting requirements.	Weekly
14	Assists in the preparation of required reporting, such as the City's Annual Debt Report (CADR) and coordinates assistance, as requested, of debt management's contribution to the CAFR.	Annual
15	Provides professional and technical advice and recommendations on debt and/or investment standards, policies, and procedures.	As Required
16	Develops, implements, and evaluates fiscal policies, procedures, and practices and initiates action for improvement.	As Required

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17	May serve as the acting Debt Administrator or acting Investment Officer or represent the Debt Administrator or Investment Officer in the incumbent's absence.	As Required
18	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 10/2020; s0000*