

City of San José
CLASS SPECIFICATION

Title: Executive Analyst I/II FT (U) (1631/1636)
Executive Analyst II PT (U) (1637)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	City Manager or Designee	Exempt

CLASS SUMMARY

Under general supervision (Executive Analyst I) or direction (Executive Analyst II), performs professional analytic and administrative work to execute programs and projects for the City Manager. May supervise support staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Executive Analyst I - An incumbent of this class reports to the City Manager or designee and performs analytic and administrative functions involving sensitive issues as well as has broad knowledge of the City as a whole. This class differs from all other generalized staff functions in the City in that an incumbent of this class conducts moderately complex assignments for the City Manager. This class differs from that of Executive Analyst II (U) in that an incumbent of the latter performs, under direction, analytic and administrative work of considerable difficulty.

Executive Analyst II - An incumbent of this class reports to the City Manager or designee and performs analytic and administrative and functions involving sensitive issues as well as has a broad knowledge of the City. This class differs from other generalized staff functions in the City in that an incumbent of this class conducts complex assignments for the City Manager. This class differs from that of Executive Analyst I (U) in that incumbents of the latter class perform, under general supervision, analytic and administrative work of moderate difficulty.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Executive Analyst I

Bachelor's Degree from an accredited college or university in business or public administration or a closely related field.

Executive Analyst II

Bachelor's Degree from an accredited college or university in business or public administration or a closely related field; and two (2) years of increasingly responsible professional staff analytic or administrative experience at the level of Executive Analyst I with the City of San Jose.

Acceptable Substitution

Experience as a Staff Specialist with the City of San José may be substituted for the education requirement on a year for year basis.

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

When assigned to the Office of Emergency Management:

- Incumbents in the Executive Analyst I and II classifications will be required to obtain the FEMA Professional Development Series (PDS) Certificate within approximately one (1) year of employment.

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- Incumbents in the Executive Analyst II classification will also be required to obtain the FEMA Advanced Professional Series (APS) Certificate within approximately two (2) years of employment.

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, Citywide and departmental procedures/policies and federal and state rules and regulations.
 - Knowledge of general legislative processes.
 - Knowledge of financial management, preferably including governmental financing.
- 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, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

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.)

- 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

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an appropriate manner to maximize organizational and individual effectiveness.

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*
1.	Confers with staff in various City departments on administrative matters and coordinates responses to questions and concerns for the City Manager.	Daily
2.	Participates in determining training needs and arranging for training programs for Manager's Office staff.	As Required
3.	Participates in budget administration and assists in council liaison functions. May develop and monitor departmental budget.	As Required
4.	Coordinates citywide employee recognition and suggestion award programs, and provides staff support to related committees or commissions.	Several Times
5.	May supervise and give direction to support staff and assist in training less experienced professional and other staff in methods and procedures of work as assigned.	Daily
6.	Gathers, organizes and evaluates data related to specific issues, programs or projects and performs other administrative functions as assigned. May coordinate proposal preparation, implementation plans and monitoring system with operating departments.	Daily
7.	Develops information in conjunction with the City's legislative representatives on potential legislative actions.	As Required
8.	Reviews bills introduced at state and federal levels to identify those which may impact the City.	As Required
9.	Analyzes significant pending legislation, determines need for input from departments, and coordinates completed analyses.	Daily
10.	Researches City policy to determine consistency of economic and legislative actions with established City goals, objectives, priorities and policy guidelines.	Daily
11.	Coordinates recommendation for formal City position and City Council action on significant pending legislation.	As Required
12.	Identifies and details City policy on assigned issues.	Several Times
13.	Prepares a variety of reports, explains and defines report recommendations and conclusions.	Daily
14.	Coordinates development and preparation of City-sponsored state or federal legislation.	As Required
15.	Coordinates preparation and submission of City-sponsored resolutions to League of California Cities and National League of Cities, and reviews League-proposed resolutions to recommend City position when appropriate.	As Required
16.	Administers contracts for legislative information and services.	As Required

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17.	May use automated networks to obtain information and disseminate selected information to departments and City Council.	As Required
18	Respond to activations of the Emergency Operations Center (EOC).	As Required
19.	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 02/90, Rev. & Ret. 10/01 (formerly Executive Assistant I/II U); s002*