

City of San José
CLASS SPECIFICATION

Title: Senior Executive Analyst (U) FT/PT (1650/1651)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	Varies	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

An incumbent in this classification reports to the City Manager or designee and 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.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

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 one year of the required experience.

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

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

When assigned to the Office of Emergency Management:

- Possession of FEMA Professional Development Series (PDS) Certificate is preferred upon hire, otherwise must be completed within one (1) year of employment.
- Possession of FEMA Advanced Professional Series (APS) Certificate is preferred upon hire, otherwise must be completed within two (2) years of employment.
- State of California EOC Position Credential within approximately two (2) years of employment. Must be maintained continually as a condition of employment.
- IAEM Certified Emergency Manager within approximately six (6) years of employment. Must be maintained continually as a condition 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, such as:
 - Principles, practices and problems of city government organization, administration and management.

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- Contract administration principles.
 - Human resources administration principles and practices.
 - Financial management theory and practices, including government financing, budgeting and accounting.
 - Emergency management principles and practices.
- 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.
 - 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.
 - 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.
 - Collaboration: Develops networks and builds alliances; engages in cross-functional activities.
 - 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.
 - Project Management – Ensures support for projects and implements agency goals and strategic objectives.

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 quantitative and qualitative analysis of City departments, programs, operations, and/or budgets, including the City Manager's Office (CMO) itself.	Daily
2.	Prepares reports and evaluations of City departments, programs, operations, and/or budgets, including the City Manager's Office (CMO) itself.	Daily

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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*
3.	Reviews policy options and make recommendations to City management and City Council.	Daily
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.	As Required
5.	Responds to and assists in resolving citizen complaints regarding City staff and services; identifies and analyzes causes and patterns of problems.	As Required
6.	Identifies and evaluates community needs; analyzes, monitors and evaluates service levels; and recommends actions or improvements as appropriate.	Daily
7.	Provides liaison support for the City Council, Council Committees and City Boards & Commissions.	As Required
8.	Performs special projects in support of City Manager's Office priorities.	Daily
9.	Performs analysis and prepares reports associated with Employee Relations issues.	As Required
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.	As Required
11.	Respond to activations of the Emergency Operations Center (EOC).	As required
12.	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;

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- 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 10/91, Rev. & Ret. 10/01 (formerly Senior Executive Assistant U); s003*