

Job Class Code: 1467	FLSA Status: Exempt
Pay Basis: Annual	EEO Category: 2

GENERAL DESCRIPTION

The purpose of this job classification (class) is to perform advanced professional work related to the research, analysis, and reporting of economic, financial, and demographic data. This job class participates at all levels in the planning and development of the operating and capital budget including the analysis and development of programs to support the operating and capital budgets for the City. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Coordinates and prepares the revenue and debt service forecast for the long range financial plan. Collects and analyzes information from constitutional officers, elected officials, State and federal agencies and universities involved in revenue projections, economic models, and/or maintenance of demographic analysis. Evaluates budget reduction and enhancement requests for funding implications, alignment to adopted strategic plans, and feasibility.
- Participates in planning and development of operating and capital budgets by evaluating budget requests, reviewing anticipated outcomes, analyzing expenditure and revenue budgets, and developing detailed explanations of changes. Coordinates development of the City-wide annual revenue budget.
- Assists with and participates in problem solving of complex budget issues for City departments.
- Prepares financial reports, revenue performance reports, and revenue manuals. Performs fiscal analyses using advanced statistical methodology to project the revenue impact of modifying tax rates or dedicating all or a portion of a particular tax. Provides oral and written analysis to executive leadership.
- Plans, conducts, and leads complex analytical studies and research projects to assist executive management with long term policy development and problem solving.
- Researches and/or recommends changes in budget policy, procedures, and development.
- Manages, develops, analyzes, and maintains information resources used by City staff; gathers and coordinates the gathering of demographic, census, population, employment, and housing information.
- Maintains communications with different departments and makes recommendations for budget development and implementation.
- Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as developing budget and financial policies and serving on budget-related committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such

	functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices. In absence of Director or Budget Manager, supervises and directs other Budget Analysts.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of policy analysis techniques and applications is required. This position requires a working knowledge of economic and financial modeling methodology, including the appropriate use of inflation and time discount factors and the ability to perform sensitivity analysis with such models.
Skills	Requires strong quantitative analytical skills and highly competent with Excel analytical and statistical features and database management.
Abilities	Must possess the ability to plan, direct, and supervise activities of highly skilled personnel while also being responsible for analysis of budget data from other departments. Ability to present and communicate results of highly technical analysis results in a clear and succinct manner is also necessary

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Any combination of education and experience equivalent to a Master's degree in economics, urban and regional economics, public administration, public finance, or closely related field with specific education and/or experience in economic and statistical analysis.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of five years of progressively responsible experience. A background of complex policy analysis is necessary.
Special Certifications and Licenses	None required.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.