

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Analyst I Analyst II	Job Family: 2 2
General Classification: Professional	Job Grade: 23A 27

Definition: To perform responsible professional, analytical, and technical assignments in providing staff support to departments and divisions; to conduct special studies, surveys, and research assignments in a variety of project, program, and/or operational procedures; and to do related work as required.

Distinguishing Characteristics: Analyst I: This is the entry-level class in the Analyst series. This class is distinguished from the Analyst II by the level of performance of the analytical tasks and duties assigned to positions within this series. Employees at this level are not expected to perform the duties at the full range, complexity, and/or with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Analyst II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from management or professional staff and may receive technical and functional supervision from an Analyst II.

Analyst II: This is the full journey-level class within the Analyst series. This class is distinguished from the Analyst I by the assignment of the full range and complexity of duties possible. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Analyst I level. Analyst IIs are distinguished from the Senior Management Analysts since Analyst IIs are assigned responsibility for smaller programs and projects and/or subfunctions of the department or division.

Receives general supervision from management or professional staff. May exercise technical or functional supervision over technical or clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform research and statistical analyses; compile and analyze data; evaluate, question discrepancies, and proactively find solutions; formulate

Position Title: Analyst I
Analyst II

Page 2 of 4

recommendations and viable alternatives; prepare, deliver, and/or present a variety of oral and/or written reports.

2. Assist in developing and conducting special studies, surveys, and research assignments.
3. Analyze and initiate recommendations to develop, improve, and/or ensure legislation compliance for department or division programs, systems, procedures, and methods of operation.
4. Assist in the implementation and maintenance of departmental systems, policies, processes, procedures, manuals, and forms for use in operation; provide personnel training on related areas.
5. Assist in the development, coordination, and monitoring of the department or division budget; research and evaluate costs.
6. Participate in administering contracts and ensure documents comply with City contract standards; monitor programs for compliance with applicable rules, regulations, laws, and policies.
7. Represent the City and/or department in interdepartmental, community, and professional meetings as required; make presentations as necessary.
8. Monitor and coordinate the daily operation of assigned functional area; perform detail-oriented work and maintain accurate records, systems, processes, and statistics; evaluate using appropriate metrics.
9. Conduct special projects relating to a division or departmental program, as assigned.
10. Perform other related duties as assigned.

Minimum Qualifications:

Analyst I

Knowledge of: Principles and techniques of public administration, including basic budgeting and local government organization/structure; statistical concepts and

Position Title: Analyst I
Analyst II

Page 3 of 4

methods; operation of personal computers, i.e., word processing, spreadsheet, and database programs.

Ability to: Collect, compile, and analyze information and data; communicate clearly and concisely, both orally and in writing; learn City policies and procedures relating to departmental programs; prepare concise reports, memos, and correspondence; review organizational and administrative problems, and recommend and implement an effective course of action; develop and maintain organized systems and procedures for conducting departmental programs; make oral presentations; relate effectively with the public and employees; establish and maintain effective relationships with those contacted in the course of work.

Analyst II

In addition to the minimum qualifications for Analyst I:

Knowledge of: Research techniques, sources, and availability of information, and of report preparation and presentation; pertinent Federal, State, and local laws and regulations; principles, methods, and practices of public administration and budgeting; organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of research analysis, including statistics and data analysis; techniques of effective supervision.

Ability to: Prepare and present reports and studies requiring tact and diplomacy; conduct research and analysis; plan and conduct division or departmental programs, including organizing and facilitating meetings; gather, properly interpret, and analyze information and solve problems; set priorities and use time efficiently; make recommendations and evaluate alternative courses of action; make decisions in accordance with laws, rules, and policies; complete multifaceted projects, activities, and/or functions with good attention to detail; evaluate program effectiveness through systems analysis and other programmatic standards.

Position Title: Analyst I
Analyst II

Page 4 of 4

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Analyst I

No experience required. Graduation from an accredited college or university with a bachelor's degree in public or business administration or a related field.

or

Associate of arts degree and two years of full-time experience at the Administrative Aide level with the City of Mountain View.

Analyst II

Two years of full-time analytical experience equivalent to the position of Analyst I with the City of Mountain View. Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics, or a closely related field.

Required Licenses or Certificates: May need to possess a valid Class C California Driver License as required by the position.

Established: January 1994

Revised: July 2018

HRD/CLASS SPECS

Analyst I-II