

STAFF ANALYST TRAINEE

Duties and Responsibilities

Under supervision, with some latitude for independent judgment, receives training in and assists in professional and technical work in the preparation and administration of departmental budgets; the preparation and conduct of administrative and procedural studies and analyses of the organization and operations of City agencies, and in personnel administration; performs related work.

Examples of Typical Tasks

Receives training in and assists in the review of department fiscal requests and staffing proposals, the use of statistical analyses and making recommendations by use of cost effectiveness techniques.

Receives training in and assists in the conduct of surveys and studies, in collecting and analyzing data on the operations of City agencies and in making recommendations for improved efficiency.

Receives training in and assists in planning, coordination and implementation of agency personnel administration activities.

May utilize computers in the performance of the duties.

Qualification Requirements

1. For Appointment to Salary Step 1 :

A baccalaureate degree from an accredited college.

2. For Appintment to Salary Step 2 :

Completion of 1 year of satisfactory service at Step 1.

Direct Lines of Promotion

This is a trainee class of positions with a two year term. Upon satisfactory completion of two years of service and training, employees in this class of positions will mature without further examination to the title of Staff Analysts (12626), subject to a one year probationary term in the title of Staff Analyst.