

ANALYST (CAMPAIGN FINANCE BOARD)

Duties and Responsibilities

This class of positions encompasses professional, technical and supervisory work of varying degrees of difficulty and responsibility and varying degrees of latitude for independent initiative and judgment, in the dissemination, and/or analysis and/or auditing of materials and procedures relative to the functions of the New York City Campaign Finance Board. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, assists in responding to inquiries from the public and the press; prepares and maintains clipping files; maintains and uses mailing lists, database, word processing and desk-top publishing functions on computers; assists in the development, design, production and distribution of the Voter Guide, and other CFB reports and publications; schedules meetings with community boards, public interest organizations and other groups; arranges for speakers representing the CFB; prepares press releases, briefings and other reports, documents and materials; edits and proofreads texts, brochures, pamphlets and other CFB materials before they are released to the public.

Under supervision, assists in providing technical information to candidates or to potential candidates; helps develop statistical materials and information; performs statistical, systems, and computer analyses; reviews candidates' submission to the CFB to insure compliance with CFB laws, procedures and instructions; assists in analyzing and/or developing or improving systems and procedures for the Campaign Finance Program; performs related complex and sensitive analytic work.

Assignment Level II

Under supervision, with some latitude for independent initiative and judgment, drafts press releases, briefings and other reports, documents and materials; assists in the production and distribution of the Voter Guide, and in the development of plain English materials; edits and proofreads text, brochures, pamphlets and other CFB material before they are released to the public; assists in responding to inquiries from the public and the press; prepares documents, charts, graphs, statistical information and other materials, including material required for intergovernmental review; maintains liaison with community boards, public interest groups and government officials; maintains and uses mailing lists, database, word processing and desk-top publishing functions on computers; assists in the supervision of subordinates; prepares written reports of activities.

ANALYST (CAMPAIGN FINANCE BOARD) (Cont'd)

Assignment Level II (Cont'd)

Under supervision, with some latitude for independent initiative and judgment, serves as technical liaison between candidates or to potential candidates and CFB legal, accounting and executive units; develops statistical materials and information; performs statistical and computer analyses of elections; reviews candidates' submissions to the CFB to insure compliance with CFB laws, procedures and instructions; performs desk and field audits on highly sensitive material in accordance with established guidelines, assists in developing educational material for candidates; analyzes and/or develops procedures within a CFB unit or for the Campaign Finance Program; assists attorneys in enforcement and other legal matters; performs other complex and sensitive analytic work; assists in the supervision of subordinates; prepares highly sensitive written reports of confidential audit activities.

Assignment Level III

Under general direction, with wide latitude for independent initiative and judgment, serves as Deputy Director of Campaign Finance Public Information and Communications; is responsible for the production of plain English materials for candidates and the public; schedules all meetings relating to candidates' education and community outreach; acts as primary liaison to the public, community boards, political leaders, community groups and good government groups; prepares RFP for Voter Guide; coordinates the production and distribution of the Voter Guide; serves as liaison with all vendors regarding the Voter Guide, including printers, postal officials and translators; in the absence of the Director, responds to inquiries from the press and the public regarding the CFB's mission, functions and operations.

Under general supervision, with wide latitude for independent initiative and judgment, heads a major analytic unit within the CFB; or performs highly complex and sensitive analytic and liaison work between CFB and candidates; supervises subordinate staff.

Under general supervision, with wide latitude for independent initiative and judgment, develops standard audit manual and audit programs for use in CFB audits; develops, sets up, supervises and establishes standards for the maintenance of accounting records; insures that all audits and user requirements are adequately met by the CFB Management Information System; insures that payments are timely and accurately remitted to candidates and that payment histories are properly documented; supervises highly confidential field and desk audits to insure that audits are accurate and carried out in a timely manner; edits and reviews all audit reports and insures that all audit work is factually substantiated; prepares highly sensitive written reports of activities and communicates highly sensitive audit findings to candidates; supervises auditors in the absence of the Director of Auditing.

9/30/92

ANALYST (CAMPAIGN FINANCE BOARD) (Cont'd)

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by at least 12 credits in one or more areas relevant to the duties described above, and one year of satisfactory full-time experience relevant to the duties described above; or
2. A four-year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" above.

Lines of Promotion

None. This class of positions is proposed for inclusion in the Non-Competitive Class.

9/30/92