

ASSOCIATE STAFF ANALYSTDuties and Responsibilities

Under direction, with wide latitude for independent initiative and judgment, in addition to performing the duties of Staff Analyst at a higher level, performs difficult professional work in the preparation and administration of agency budgets and the conduct of economic research and studies; in the preparation and conduct of administrative, procedural and operational studies and analysis concerning the agency's organization and operations; and in personnel administration; and supervises staff performing such work. May utilize computers in the performance of these duties. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties.

Examples of Typical Tasks

Performs and administers difficult professional work in the preparation and administration of agency budgets and the conduct of economic research and studies and supervises staff performing such work: prepares, analyzes and modifies an agency's budget; develops agency financial plans; develops cost reduction programs; conducts complex economic research and studies; may serve as budget officer or as principal assistant to a high level agency executive with budget responsibilities.

Performs and administers difficult professional work in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations and supervises staff performing such work: supervises or conducts complex studies and surveys of management, methods, equipment, space, staffing, personnel and other related areas concerning the operation of City agencies, using quantitative analysis, cost analysis and other research techniques;

ASSOCIATE STAFF ANALYST (continued)Examples of Typical Tasks (continued)

may determine the need for contractual services and work with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; may serve as project manager; prepares comprehensive reports on surveys and/or findings with recommendations for improved effectiveness; oversees the installation of new systems and procedures, including the conduct of related training of appropriate staff, coordinating for internal consistency; may serve as principal assistant to a high level agency executive with organizational research responsibilities.

Performs and administers difficult professional work in personnel administration and services staff performing such work: plans, coordinates and supervises agency personnel activities, including personnel relations, performance evaluation, workforce planning, EEO programs, recruitment, employment planning, position classification, compensation, personnel management, staff development, labor relations and other City-wide or agency personnel programs; may determine the need for contractual services and work with the Agency Chief Contracting Officer to define the scope of such service, and to select and evaluate appropriate vendors; may serve as personnel officer or as principal assistant to a high level agency executive with personnel responsibilities.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school, and one year of satisfactory full-time professional experience in one or a combination of the following:

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ASSOCIATE STAFF ANALYST (continued)Qualification Requirements (continued)

working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

Direct Lines of Promotion

From: Staff Analyst (12626)

To: Administrative
Staff Analyst
(M 10026)

Note:

Examinations to fill positions in this title may be given under the titles Associate Staff Analyst (Budget) ##(40119), Associate Staff Analyst (Organizational Research) ##(13113), and Associate Staff Analyst (Personnel) ##(12758).

No appointments will be made to this title. This title is established for examination purposes only. Any eligible lists resulting from examinations for this title will be made appropriate for Associate Staff Analyst (12627).