

## **RESEARCH ANALYST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and management position responsible for assisting the Budget Director in the preparation, implementation and administration of the operating budget of the County. Research and analysis of departmental functions is done to evaluate cost and program effectiveness and to provide information necessary for policy formulation. This position serves as liaison between the Budget Office and the administrators of the operating departments. Work is performed under general supervision of a higher level administrator with considerable leeway allowed in the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the overall planning, preparation and execution of the County Budget;
2. Reviews and analyzes departmental budget requests and justifications and makes recommendations to the Budget Director;
3. Participates in budget hearings with operating departments and contract agencies;
4. Assists Budget Director and County Executive in the formulation of policies dealing with budgetary matters and administrative procedures;
5. Confers with departmental management personnel on budget requests and budgetary problems and makes recommendations to the Budget Director on solutions to problems;
6. Assists in the development of standards and criteria to evaluate County programs;
7. Assists in the day-to-day operation of the Budget Office and supervises subordinate staff;
8. Collects and analyzes data on the economic, demographic and sociological characteristics of the region which have an impact on the development of County policies and programs;
9. Analyzes trends and develops projections and forecasts of County needs, expenditures and revenues;
10. Reviews new and proposed federal, state and local legislation to determine the impact on County fiscal policy;
11. Participates in labor negotiations by assisting in the development of fiscal analysis of present and projected settlements;
12. Prepares a variety of fiscal and narrative reports;
13. Represents the County Executive and/or Budget Director at various meetings and conferences;
14. Coordinates and researches specific projects for the Budget Director and/or County Executive;

**RESEARCH ANALYST** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of modern public budgeting and fiscal analysis; thorough knowledge of the principles of public administration; thorough knowledge of the federal, state and local regulations and policies related to the administration of the County budget; good knowledge of the organization, operation, goals and objectives of County departments; good knowledge of computer applications (MS Word, Excel and PowerPoint) and of the application of computer analysis and the development of management information systems; ability to conduct organizational and operational evaluations and make recommendations or suggest alternative solutions; ability to develop and maintain effective working relationships with a wide variety of groups and individuals; ability to communicate effectively, both orally and in writing; ability to prepare and present complex narrative and fiscal reports; ability to direct the work of others; ability to identify and analyze operating trends from records and other materials; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** \*(Recommended Only)

EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business, public administration, political science, economics, accounting or a related field and two (2) years of experience in budgetary and financial control or administrative management activities;

OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree as indicated above and four (4) years of work experience as described above;

OR:            (C)     A satisfactory equivalent combination of training and experience.

NOTE:       \*Since this position is in the exempt jurisdictional class, the above training and experience is recommended **ONLY**. It is not a mandatory requirement.

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ADOPTED:   02/10/92

REVISED:   02/13/09