

SENIOR RESEARCH ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and management position responsible for more advanced and technical assistance to the Budget Director, the County Executive's Office, or the Commissioner of Finance in the preparation, implementation and administration of the operating budget of the County, and/or in analyzing and evaluating the County's fiscal, administrative, programmatic and operational functions and services. This position is distinguished from that of Research Analyst by the performance of higher level and more complicated research and analysis of departmental functions, programs and operations, and discretion to perform work at a greater level of independence. The research and analysis is done to evaluate cost and program effectiveness and to provide information necessary for and to make recommendations on policy formulation. This position serves as a liaison to the administrators of the larger and more complicated operating departments and agencies dealing with the County. This position will also be assigned special projects of a County-wide nature, including functioning in a leadership or advanced facilitation/coordination role. Contacts will be with department heads and upper level administrative, fiscal and operational/program staff throughout the County departments, with budgetary or fiscal employees of other governmental agencies, local not-for-profit agencies and other organizations dealing with the County. Work is performed under general supervision of a higher-level administrator with extensive leeway allowed in the exercise of independent judgment and the expectation of providing recommendations and justifications towards policy and fiscal decisions. Direction and guidance is provided to subordinate staff within the Budget, Finance Office and other County departments. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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. Acts as chief advisor to Budget Director or Commissioner of Finance;
2. Serves as leader/coordinator/facilitator of special County-wide or interdepartmental teams formed by the County Executive, Budget Director, or Commissioner of Finance to conduct studies on various aspects of County operations to make recommendations on fiscal and organizational policies and restructuring, consolidation of functions and services, and other ways to improve service and efficiency while containing or reducing costs;
3. Serves as leader/coordinator/facilitator of interdepartmental committee charged with reviewing County's financial management system; responsible for entire process including selection and final implementation of an appropriate system, and continuing evaluation of system and enhancements;
4. Acts as a liaison for County Executive, Budget Office or Commissioner of Finance to selected County departments with more complex budgetary, fiscal and/or programmatic operations.
5. Acts as resource and/or leader for subordinate staff involved in budgetary, fiscal and operational analysis, and for special projects as assigned by the County Executive, Budget Director, or Commissioner of Finance.

SENIOR RESEARCH ANALYST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of modern public budgeting and fiscal and policy analysis, to provide budgetary direction and assistance to assigned departments and agencies, and to present sound and well-justified recommendations and justifications on policy and operational matters;
- Knowledge of the principles of public administration to ensure all analysis, recommendations and justifications consider the full complexity of governmental operations and responsibilities;
- Knowledge of the federal, state and local regulations and policies related to the administration of the County budget, to ensure all County fiscal and budgetary policies and decisions are legally sound and comply with all regulatory requirements;
- Knowledge of the organization, operation, goals and objectives of County departments, to ensure all analysis, recommendations and justifications are consistent with the most efficient and effective operation of County government and are directed towards the core missions of the County and its departments and agencies;
- Knowledge of the application of computer analysis and the development of management information systems, to act as a technical resource to the Budget, Finance Office and County departments;
- Ability to conduct policy, organizational and operational evaluations and make recommendations on enhancements or 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 and to provide leadership and direction to groups towards specific objectives;
- 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.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business Administration, or closely related field and 6 years of full-time progressive work experience in auditing or accounting that included agency wide enhancement of financial management systems and improvement of financial efficiencies.

RECOMMENDED MINIMUM QUALIFICATIONS FOR COUNTY EXECUTIVE OFFICE (EXEMPT):

Two (2) years of work experience as a Research Analyst with the Dutchess County Budget Office.

ADOPTED: 01/01/04
REVISED: 12/04/19