



CITY OF CHULA VISTA
invites applications for the position of:

Fiscal and Management Analyst

SALARY: \$7,824.07 - \$9,510.19 Monthly

OPENING DATE: 03/06/20

CLOSING DATE: 03/27/20 12:00 PM

DESCRIPTION AND ESSENTIAL FUNCTIONS:

Position Summary

To coordinate and participate in the City's budget development processes including budget review and analysis, short-term and long-term fiscal forecasting, and development of budgeting systems; to participate in the most complex City-wide studies related to operational and fiscal analyses; and to perform related work. Allocated only to the Finance Department's Office of Budget and Analysis, the Fiscal and Management Analyst classification performs highly complex City-wide analytical and administrative work. It differs from the Senior and Principal Management Analyst classes in that the latter perform departmental analytical and administrative work.

Essential Functions

Functions may include, but are not limited to, the following: coordinate and participate in the City's budget development processes including short-term and long-term fiscal forecasting; participate in highly complex financial analyses and budgetary planning; plan, schedule and coordinate the preparation of the City's annual budget and update processes; review the work of departmental staff involved in the analysis, development, and evaluation of City programs and services; provide technical assistance to departmental personnel; provide specialized budget related systems, policy, and procedural training and assistance to City staff at all levels; investigate, interpret, analyze, and prepare recommendations related to improvements of budgeting, management, and fiscal information systems; monitor and analyze City expenditures and revenue; analyze and evaluate the fiscal impact of development activities; review, analyze and evaluate staff reports and Council agenda statements to ensure that budget priorities are properly executed; prepare and present recommendations related to new budget appropriations; coordinate and participate in the development and implementation of computerized fiscal forecasting models for both short and long-term uses; analyze and monitor program revenues; assist with the development and implementation of City-wide long-term goals, policies, procedures and strategic plan initiatives; analyze, interpret and provide appropriate guidance on City policies and procedures to the public, City officials and City personnel; develop and evaluate program goals, objectives and performance indicators; assist department managers with using automated work systems to improve productivity and measure program and organization effectiveness; design, plan, and participate in productivity improvement studies; provide recommendations for improving operational efficiency; coordinate and participate in department studies requiring complex statistical and fiscal analyses; provide fiscal knowledge and expertise to various City departments and committees; provide complex analysis and evaluation of proposed labor contracts; participate in confidential labor negotiations with various employee bargaining units and/or represent the City on other negotiating teams; monitor, supervise and evaluate the work of consultants providing financial services to the City; prepare requests for proposals for consulting services; conduct or coordinate special projects and assignments relating to grant-in-aid, legislative policies, community relations programs, inter-agency projects, City construction projects or as assigned; represent the City at community, interagency, and professional meetings as required; make presentations to the City Council and City commissions; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other duties related to this position as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be five years of increasingly responsible experience in the areas of quantitative and fiscal analysis, computer and statistical modeling, and budget development AND training equivalent to a Bachelor's degree from

an accredited college or university with major course work in public or business administration, finance, accounting, economics, statistics or a related field. A Master's degree in a related field is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of public finance; principles and practices of public budget preparation, analysis, and administration, including expenditure control and revenue projection; principles and practices of budgeting systems, financial analysis, computer modeling, and cost-benefit analysis; principles and practices of strategic and financial planning; principles, methods and practices of fiscal projections and their application to municipal budgeting and finances; Federal and state legislative processes and funding practices related to local government; pertinent Federal, state and local laws, codes and regulations; advanced mathematical, financial, probability and statistical concepts; principles and practices of modern office methods and procedures; computer equipment and software applications related to area of assignment. **Ability to:** on a continuous basis, know and understand all aspects of the job; analyze budget and technical reports; interpret and evaluate staff reports; laws, regulations and codes; observe performance and evaluate staff; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; develop and analyze operational and technical policies and procedures; work independently and with minimal supervision; work with complete discretion and confidentiality; implement the use of computer software programs and hardware pertinent to areas(s) of specialization; understand and follow oral and written instructions; prepare clear and concise administrative and financial reports; manage competing priorities; organize workload to ensure responsibilities are carried out in a timely manner; perform the most complex work in area of assignment; establish and maintain cooperative-working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Physical Demands and Working Conditions:

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction. Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices and meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

ADDITIONAL INFORMATION:

Recruitment No. 20021603

To be considered, applicants must submit a City Application by 12:00 p.m. on the closing date listed. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notices will be sent via e-mail.

Unless otherwise noted, a passing score must be achieved at each step of the selection process in order to have your name placed on the eligibility list for hiring consideration. The examination materials for this recruitment are validated, copyrighted and/or inappropriate for review.

The eligibility list established as a result of this recruitment will be for a duration of six (6) months, unless otherwise extended.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.chulavistaca.gov>

Position #20021603
FISCAL AND MANAGEMENT ANALYST
ED

276 Fourth Avenue
Chula Vista, CA 91910
619-691-5096

humanresources@ci.chula-vista.ca.us

1. The supplemental questionnaire is used to further evaluate your experience and education to determine your eligibility for this position. Please answer each question accurately and thoroughly. To be considered for this position, the experience you indicate in your responses to the supplemental questions must also be described, in detail, on the **Work History/Experience** section of your Employment Application. Failure to complete the "Work History/Experience" section of the employment application will result in your application not being considered.

Yes No

- * 2. **EDUCATION** Which of the following best describes your highest level of education?

- High school diploma/GED
 Some college
 Bachelor's degree
 Master's degree

- * 3. **EXPERIENCE** Which of the following best describes your experience in the areas of quantitative and fiscal analysis, computer and statistical modeling, and budget development?

- More than 7 years of experience
 More than 5 years but less than 7 years
 More than 3 years but less than 5 years of experience
 Less than 3 years of experience
 No experience

- * 4. Please list **ALL** employment from the Work Experience section of your application where you had experience in quantitative and fiscal analysis, computer and statistical modeling, and budget development.

Your response must include and FOLLOW the format below. Treat each change in position or employer separately. Provide the following for EACH change in position or employer.

- A. Name of employer;
B. Your job title;
C. Date(s) of employment (from - to);
D. Brief description of duties to support your experience.

If you do not have experience in these areas, please indicate "no experience" below. "See Resume" response or incomplete information in a narrative format may result in your application being rejected.

- * 5. Do you have professional work experience developing and monitoring a municipal budget?

Yes No

- * 6. Please list **ALL** employment from the Work Experience section of your application where you had experience developing and monitoring a municipal budget.

Your response must include and FOLLOW the format below. Treat each change in position or employer separately. Provide the following for EACH change in position or employer.

- A. Name of employer;
B. Your job title;
C. Date(s) of employment (from - to);
D. Brief description of duties to support your experience.

If you do not have experience in these areas, please indicate "no experience" below. "See Resume" response or incomplete information in a narrative format may result in your application being rejected.

- * 7. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)**

The City of Chula Vista's Human Resources Department uses electronic mail (e-mail) to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs. Therefore, as an applicant, you are hereby advised of the following:

1. Ensure that the e-mail address and contact information you provide is current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails**, i.e., for the non-delivery of e-mail or if you fail to check your email-box on a timely basis, etc.

2. Read any notices we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep a hard copy of our notices for your records.

I acknowledge that I have read, understand, and agree to the above.

Yes No

* Required Question