

## Task List for Senior Administrative Analyst

1. Reads and reviews departmental budget requests containing recommendations for personnel, equipment, and expenses for City (i.e. current, enhanced, or reduced, etc...) services in order to determine compliance with the Mayor's budget policies and the CAO budget manual.
2. Performs and writes a budget analysis using knowledge of departmental operations and department issues in order to complete analysis within required time frame and ensure thorough review of major budget issues.
3. Reviews and analyzes current and prior year's data such as work programs, performance metrics, work indicators, statistics, and staffing levels in order to determine changes (obligatory and work load) needed to continue current service levels for City departments.
4. Compares benefits and costs of proposed service enhancements such as additional resource requests and new or increased services in order to recommend staffing and funding levels.
5. Interviews (in-person or over the phone) department managers, supervisors, Council member or staff, or representative of the Mayor's Office in order to verify the basis of and need for requested budget items.
6. Conducts on-site review of department operations including observations of personnel, equipment, and other resources in order to better understand department operations or verify the basis of and need for submitted budget requests.
7. Makes oral presentations to CAO of preliminary budget recommendations and department responses to recommendations in order to help finalize CAO recommendations to the Mayor.
8. Makes oral presentations on a proposed budget and responds to questions about the proposal in meeting with the Mayor, Budget and Finance Committee, and City Council in order to provide information necessary to formulate and adopt a budget.

9. Writes recommendations regarding departmental requests to fill positions, transfer funds, purchase equipment, or make personnel adjustments in order to ensure compliance with adopted budget and expenditure plans and to reflect changing operating department conditions.
10. Writes comprehensive written reports which include problem and current procedure analysis, descriptions of department proposal, background and history, and discussion of alternative solutions and recommendations for review and approval by Mayor or City Council.
11. Monitors and analyzes department budget activity comparing department budget plan with actual expenses and activities including: document review, personal discussions with department representatives and review of other appropriate sources of information in order to assure compliance with City policy and legal requirements, and identify and recommend solutions.
12. Establishes purpose, scope of work, rating criteria and selection process needed in order to develop solicitation documents such as Request for Proposals (RFP) or Request for Qualifications (RFQ).
13. Reads, reviews, and analyzes departmental RFPs or RFQs containing a purpose statement, the scope of work requested, rating criteria, and a selection process, in order to ensure compliance with legal requirements, policies, procedures, and funding requirements (i.e. City Charter, Administrative Code, State and Federal government requirements, etc...).
14. Writes reports on or reviews proposed contracts covering work tasks, products, services, payment and delivery schedules, and contractor qualifications in order to ensure compliance with policies, procedures, fund availability, and legal requirements.
15. Reads and analyzes bids and proposals submitted in response to RFPs such as those to select bond counsel, trustees and underwriters, housing administration contractors, auditors, and soft or hardware system developers in order to recommend contractor selection.

16. Reads, reviews, and researches current, proposed, or amended legislation and determines the impact on City authority, operations, and/or finances in order to recommend (orally or in writing) a City position to either support, oppose or amend the legislation.
17. Writes CAO rules, Executive Directives, Department Budget Manuals, and memos to City Department heads dealing with policies, procedures and practices in order to ensure standardization and compliance with City procedures.
18. Works with, and/or, leads groups of, management and executive employees from other City Departments and Offices in the formulation of policies and procedures, implementation of new City services, and coordination of projects that impact multiple stakeholders.
19. Develop program scope and strategic plans, identify and evaluate alternatives, provide cost estimates, evaluate potential funding opportunities and resource allocations and provide recommendations to the CAO, Mayor, Council and various Oversight Committees.
20. Monitor the progress of approved capital projects and identify and remove barriers to project completion. This includes, but is not limited to, working with City project managers to provide funding, scope and policy adjustments required to complete projects and making recommendations to the CAO, Mayor, Council and various Oversight Committees.