



Analyst I

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**Details**

**Job ID : 324**

**Title :** Analyst I

**Job Code :** 1301

**Salary :** \$3,338.00 (Monthly)

**Grade :** 13

**Tenured :** YES

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**Job Departments**

- Budget and Policy - Budget

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**Purpose**

PERFORMS DIVISION SPECIFIC ANALYSIS.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- 2 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN A FIELD TO ASSIGNED DIVISION

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED