

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: STAFF ANALYST I (JOB CODE 796)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Various	Various	Non-exempt

**CLASS SUMMARY**

The Staff Analyst I is responsible for program analysis and administrative duties in support of assigned programs and activities. Assigned programs could include housing development, community development, community outreach, historic preservation, advanced planning, public/private housing rehabilitation, management analysis, building services, human services, criminal statistics, solid waste, recycling, waste prevention, sustainability, urban runoff pollution prevention, and federal/state grant programs and activities. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Staff Analyst classifications are bridge classifications between the Staff Aide classifications and the Management Analyst classifications. The Staff Analyst I works under general supervision and is expected to work within established procedures and policies of the work unit. This classification differs from the lower-level Staff Aide classifications in that the latter perform advanced clerical duties and project-based support. The classification differs from the higher-level Staff Analyst II classification in that the latter performs more complex program analysis and administrative duties. A Staff Analyst II may also provide lead or supervision to a Staff Analyst I.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

Completion of 120 semester units or 180 quarter units which, irrespective of the preceding requirement, shall include one (1) or more courses in, or a Bachelor's degree in, public or business administration, urban planning, information management, criminal justice, environmental studies, finance, or related field from an accredited college or university.

***ACCEPTABLE SUBSTITUTION***

None

***LICENSES/CERTIFICATIONS***

Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.

***DESIRABLE QUALIFICATIONS***

Experience in electronic spreadsheets, on-line financial systems, social media outreach techniques, accounting, record-keeping, and mortgage financing.

***OTHER REQUIREMENTS***

- Must be able to perform all of the essential functions of the job assignment.

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- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.

### **TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

The Staff Analyst I may be assigned to work in the any of the following Departments, including but not limited to: Community Development Department, City Manager's Office, Housing and Community Services Division, Department of Public Works, or the Police Department.

Under general supervision, the incumbent:

- Performs administrative duties related to all facets of assigned programs
- Maintains liaison with grantor agencies, citizen advisory committees, public services agencies, program applicants, and/or the general public
- Prepares necessary reports including program planning reports, program performance reports, and grant reports
- Coordinates data collection and performs data entry
- Prepares evaluation reports
- Maintains financial records and budgets
- Monitors financial accounts
- Prepares appropriate correspondence, applications, and reports
- Assists in developing policies and procedures relative to assigned programs
- Seeks state and federal grant opportunities and develops grant applications for same
- Prepares and distributes reports, charts, publications, and related materials to track, display, and explain trends
- Monitors program procedures and works with public when necessary and as directed
- Responds to requests for analysis information related to specific programs, grants, or projects
- Performs necessary duties to implement community-oriented programs as directed
- Performs other related duties as assigned

For the City Manager's Office and Housing and Community Services Division:

- Develops and assists in the negotiations of contracts and budgets for human service providers
- Monitors performance by contractors to service agreements and makes recommendations for improved delivery of goods and services
- Reviews and analyzes payment requests received from contractors to recommend payments based on performance accomplishments
- Coordinates the provision of financial assistance to property owners and preparation of loan packages
- Initiates contractor payments
- Monitors contractor performance on construction projects to ensure federal contract compliance standards are met
- Performs environmental review of programs and projects to evaluate compliance with federal environmental regulations, policies, and procedural requirements

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- Compiles performance data and prepares drafts of reports to the City Manager and grantors

### For the Police Department:

- Analyzes data and determines trends in criminal activity for the Police Department
- Coordinates Citizens' Police Academy program

### For the Community Development Department:

- Performs research and analysis related to Department programs and initiatives
- Administers and manages contracts for the Department
- Coordinates the initiation and operation of Committees formed by the City Council
- Analyzes development activity, maintains information, and creates reports for Department management and the City Manager's Office
- Maintains websites, applications, and Social Media accounts for the Department

### For the Department of Public Works:

- Maintains websites, applications and social media accounts for the department
- Represents the City at various countywide committees and subcommittees
- Assists with the coordination of the City's annual Arbor Day/Earth Celebration and other special events
- Prepares service and solid waste hauling agreements
- Assists in solid waste and storm drain rate setting processes
- Monitors performance of solid waste and recycling service providers and facilitates successful resolution of service issues
- Administer the City's Adopt-a-Spot community-based beautification program
- Coordinates the sign-off of stormwater treatment measure inspection and maintenance agreements and third-party stormwater treatment measure installation verification sign-off for building occupancy
- Implements the construction & demolition debris recycling online reporting system

## **KNOWLEDGE, SKILLS, & ABILITIES**

### Knowledge of:

- The principles, methods, and practices of public administration
- Analytical techniques needed to review and analyze information to determine options and recommend viable solutions
- Report writing to accurately and effectively communicate job related information
- Principles and techniques used in working with different individuals and citizen groups
- Federal, state, and local regulations dealing with housing, neighborhood conservation, solid waste planning and management
- Municipal and private sector finances and financial institutions
- Property title research methods
- Basic research techniques
- Business English and statistical mathematics
- Office safety practices, procedures and standards

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- Federal grants management

### **Ability to:**

- Analyze and apply complex governmental instructions, regulations and legislation
- Perform basic financial accounting tasks
- Formulate conclusions based on analysis of data
- Read and interpret maps and geological information
- Exercise tact, resourcefulness, and persuasion in dealing with individuals and groups of varied ethnic, social, and economic backgrounds
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Spell correctly and to communicate effectively, both orally and in written form, using proper English
- Prepare comprehensive, clear and concise reports
- Understand and carry out written and oral instructions
- Make presentations to large groups of people
- Speak clearly and effectively
- Interpret and apply legal requirements
- Deal tactfully with those contacted in the course of work, including co-workers and the general public
- Lift, carry, and relocate a variety of files or materials weighing up to 25 pounds
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Work with personal computers and perform data entry

### **SUPERVISION RECEIVED**

Works under the general supervision of a Management Analyst, Division Manager, Assistant Director, Director or other manager as assigned.

### **SUPERVISION EXERCISED**

May supervise clerical and/or administrative support staff, volunteers and/or interns. May assist in the training of other personnel.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

### **CLASSIFICATION HISTORY**

Established 01/2013; Rev. 12/2016; Rev. 11/2023; Rev. 04/2024