

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

TITLE: STAFF ANALYST I (JOB CODE 796)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
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 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.
- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.

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

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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
- Federal grants management

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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