



CITY OF GLENDALE

Job Code: E389
Job Title: Budget and Performance Analyst
Salary Range: \$66,264.00 - \$99,396.00 Annually

Job Summary:

Reporting directly to the Budget Administrator in the city's Budget and Finance Department. Works closely with departments and management to use performance management practices and data so they can make informed program and process improvements, spend resources wisely, and ultimately deliver better services to Glendale's residents, businesses, and visitors. Perform duties involving complex research, analysis including forecasting and developing efficient budget processes and procedures. Develops recommendations and implements changes. Responsible for performing complex and diverse activities involving organization-level initiatives, systems, and performance. The work is focused in three specialized assigned areas: performance management, continuous improvement, and data analytics. This class performs related duties as required.

Essential Functions:

1. Assists departments in planning, coordinating, and administering the City of Glendale's Balanced Scorecard program. This includes deploying a standard, systematic approach to performance measurement throughout the organization and assisting departments in deploying the appropriate continuous improvement tools, techniques, and practices aimed at improving the citizen's experience; improving efficiency and effectiveness of City processes, procedures and policies; and implementing and encouraging opportunities to innovate and make changes for the better.
2. Assist departments and divisions with the development and use of analytical models
3. Conducting qualitative and quantitative analysis and building analytical models with data from existing databases, observations, and business processes to provide actionable insights and decision support to help management solve problems and answer complex questions
4. Applying advanced analytical, statistical, simulation, and/or optimization methods related to project work; providing sound perspective on modeling approach, technique, and tools in resolving the business problem as defined by client departments; acquiring, cleaning, integrating, analyzing and interpreting disparate datasets
5. Collaborating with team members on projects related to performance management and continuous improvement; and providing training, coaching, and mentoring for City staff on topics related to data analytics, performance measurement, and continuous improvement.
6. Researches and assists in the preparation of complex long-range revenue and expenditure forecasts; develops forecast models and identifies revenue sources necessary to finance capital projects.
7. Researches economic indicators, analyzes factors and trends and makes recommendations regarding the City's ability to finance general operations and capital improvement projects.
8. Recommends actions based on an analysis of budget impacts and maintaining compliance with various budgeting, financing, and accounting standards and rules.
9. Researches pertinent data, develops recommendations for the area of assignment for presentation to the department director and city management.

10. Provides support and expert technical assistance to departments in area of assignment by resolving budget problems, providing training in the preparation, presentation and monitoring of annual budgets, and other related duties.
11. Prepares financial schedules for the annual budget document.
12. Represents the department at management level meetings, giving presentations, providing information and answering questions as the subject matter expert regarding a particular area of assignment.
13. Performs other related duties as assigned.

Minimum Qualifications & Special Requirements:

Bachelor's Degree in Public Administration, Political Science, Business Administration, Organizational Development, Finance, Accounting, Management, or a related field, and five years of budget experience preferably in the public sector.

Desired Qualifications:

Experience in organizational effectiveness, performance management and measurement, or strategic planning.

Knowledge of:

Public sector budgeting and finance principles

Principles of performance measurement and performance evaluation; various analytical models (forecast, process improvement, optimization, labor planning, system utilization, what-if and scenario analysis, cause-effect, etc.)

Statistical analysis, research techniques, and financial forecasting methodology benchmarking and best practice research

Principles and practices of public administration and local government structure and services

Federal, State and local laws, rules and regulations affecting municipal budgeting

Basic statistical techniques

Principles and procedures of research, data collection, and report preparation

Skill in:

Extract data from database systems

Integrate datasets from multiple systems

The use of personal computers and software applications

Skill in strong interpersonal skills with the capacity to collaborate with many groups

Problem-solving

Ability to:

Perform complex economic and policy analysis

Conduct studies utilizing statistical and spreadsheet software programs

Research and analyze data and draw logical conclusions and make recommendations

Prepare and present oral and written presentations to City management and/or City Council

Work independently on major projects providing leadership and expertise

Conduct employee training; direct and coordinate the work of others

Communicate effectively both verbally and in writing

Balance the demands of time

Change direction quickly based on data analysis

Exercise initiative and independent judgment to analyze data and draw conclusions that are meaningful; make decisions, and recommendations that are useful and actionable for management

Work effectively in a team environment

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Special Requirements

Valid Arizona Driver's license.

FLSA Status:

Exempt