



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 304.1

Job Title: **STAFF ANALYST**

Pay Grade: 26

### **GENERAL SUMMARY:**

Functions in a staff role to provide professional analytical, administrative and/or management systems services to Division Manager level and above.

### **RESPONSIBILITIES:**

- Investigates and makes recommendations for addressing issues of medium complexity and/or sensitivity.
- May be assigned management responsibilities on a limited basis for certain functions, units or programs.
- Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as assigned.
- Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of simple to medium complexity.
- Represents supervisor at meetings and functions generally to gather information.
- Handles highly confidential information.
- Prepares, edits and revises department policy and procedure manuals. Responds to correspondence, requests for information, etc. as assigned by supervisor.
- May participate in the development of management and administrative policies, procedures and master plans with both short and long term objectives. Analyzes and reviews management practices and procedures and develops recommendations for improvement.
- Negotiates solutions for problems of simple to medium complexity as assigned by supervisor.
- Interprets administrative policies and oversees communication with department personnel regarding these policies.
- Participates in evaluation and design of workflow, processes, various operations systems, etc.
- Develops technological solutions and systems for continuous improvement programs and other appropriate applications.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

Graduate degrees related to the type of work to be performed may substitute for the experience requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Three years of professional administrative, financial or analytical experience related to the type of work being performed are required.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Staff Analyst

OR

Staff Analyst (Executive Level)

Senior Staff Analyst

OR

Senior Staff Analyst (Executive Level)

Executive Staff Analyst (Executive Level)