



CLASSIFICATION NO. 627
Established: 3/18
FLSA: Exempt
EEO: 2

POLICY, PERFORMANCE AND RESEARCH ANALYST, SENIOR

CLASS CHARACTERISTICS

Under direction, to provide significant and comprehensive professional research, development, management, administration and leadership of major projects and processes requiring close partnership with department executive management; to participate as a staff member on the department's management team; to participate in the development of projects and policies; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Policy, Performance and Research Analyst, Senior provides comprehensive professional analysis to develop, conduct and manage studies and special projects to tackle challenging issues, significant service gaps and/or create broad service enhancements. Assignments require close partnership with department's executive leadership and are highly visible within the department, internally across County departments, and/or externally within the community or with other agencies. Assignments involve a significant level of administrative discretion to execute, the complex measurement and interpretation of data, and typically cross diverse business lines and relate to initiatives. Incumbents examine and evaluate organizational structures, administrative policies and management systems to determine the most effective methods of accomplishing work or implementing changes.

Incumbents serve as the Executive Director's representative and have considerable interaction with division directors and senior managers. Effective collaboration, communication and project management skills are essential to the scope of work within this classification series.

The Policy, Performance and Research Analyst, Senior differs from the Policy, Performance and Research Analyst which does not have a reporting relationship and close partnership with a department executive director, nor serves as a staff member on the department's management team. It differs from Business Program Coordinator which also represents a department's executive management, is a member of the department's management team, but plans, develops, implements, administers and evaluates performance of large-scale, department-wide, specialized programs and operations of significant visibility and impact.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. As delegated by Executive Director, plans, identifies, researches, conducts and manages special strategic and comprehensive studies and operational improvement projects to address challenging issues, significant service gaps or to create broad service enhancements typically across diverse business lines; considers and addresses complex and independent technical, political, fiscal, administrative, and other aspects; determines

appropriate methods of approach and analysis; develops project plans and timelines, including identifying and utilizing resources and mitigating difficulties; establishes criteria to identify and measure quality, effectiveness and compliance; develops or oversees data collection and analysis may coordinate and collaborate intra-governmentally across County departments and externally within the community and with other agencies.

2. Represents Executive Director on challenging, sensitive and/or controversial policy and project issues; assists department leadership with policy, planning and strategy development; facilitates the intersections among County departments and maximizes opportunities for input and involvement; identifies partnership opportunities and develops involvement strategies; collaborates and coordinates with other inter-jurisdictional projects and special studies; organizes, facilitates or participates with outside task forces or advisory boards and County departments/project teams to identify service needs/gaps, evaluate current services and establish objectives; participates in developing project/program goals, policies and procedures; promotes individual agreement and group consensus on project/program issues.
3. Develops, recommends and audits department performance measures; evaluates performance in relation to department/division goals and budget; assists senior management's strategic performance and planning efforts by identifying major outcomes, cost of service enhancements, customer needs and ways to measure effectiveness, efficiency and general performance; conducts quality audits and provides recommendations on organizational improvement and re-design; provides leadership with data and data analyses to enhance senior management's ability to make data-driven decisions.
4. Evaluates, organizes and documents findings, and forecasts trends; identifies and recommends options or solutions and their associated benefits or impacts; researches and incorporates current best practices and research, and emerging trends; prepares comprehensive reports and presentations to department leadership/executive management, including plans addressing service integration into County operations, budget requirements and funding strategies; recommends the implementation of new/revised policies, systems, procedures or organizational changes.
5. Provides project management and oversight of consultants, project teams and/or County professional staff; develops and organizes work plans and timelines; provides organizational support, research and materials.
6. Represents Executive Director on department policy questions related to assigned projects and responsibilities; assists department staff in establishing programs and objectives to comply with policy issues, creating or enhancing collaboration, and improving service performance; researches and develops department-level policies and procedures; analyzes related, pending and proposed legislation, administrative rules, regulatory requirements, etc. that significantly impact department operations and services.
7. Analyzes budget requests, evaluates fiscal and operational impact; reviews for compliance with federal, state and local legal guidelines; prepares reports to document impact and approval or denial recommendations; advises Executive Director and division directors on cost analyses and fiscal allocations.
8. May lead the work of assigned professional and administrative staff; provides daily work

direction; assigns work; trains employees; checks completed work and ensures completion within established time and budget guidelines.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, project management, organizational processes and design, budget preparation and administration techniques; legislative processes and local government operation; government accounting practices; techniques of contract and grant preparation and administration; office methods and procedures; quantitative analysis and statistical research methods, techniques and procedures; English grammar and composition; applicable federal, state and local statutes, regulations and rules; trends, emerging innovations and best practices in quality measurement, performance improvement and other subject areas relevant to responsibilities; principles of public and community relations; techniques of supervision and facilitation.

Skill to: Communicate effectively, both orally and in writing, including group/public presentations; lead or coordinate the work of professional staff and managers; evaluate and develop improvements in operations, policies, procedures and methods; plan and conduct multiple and difficult technical and policy research projects; analyze complex issues and problems, often with competing priorities, from multiple perspectives; identify and evaluate alternative solutions and recommend effective courses of action; manage project activities to achieve goals and within established timeline and budget; prepare clear and concise comprehensive and technical reports; evaluate budget and grant proposals; establish and maintain effective working relationships with department leadership and County staff, local, state, regional, and federal agencies, consultants, external stakeholders, task forces, advisory boards, citizen groups, etc., and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.