



**POSITION DESCRIPTION**

<b>JOB TITLE: Fiscal Policy Analyst</b> Job Class: 1121		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>The primary responsibility of this person is to plan, conduct and supervise program evaluations of district functions to provide meaningful decision support to district policymakers. In addition, this position will contribute to the development of the district budget and provide fiscal support in development of the districts intergovernmental legislative agenda.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Conducts evaluations of district programs. Makes recommendations for improvement in areas studied when appropriate.
2. Evaluates legislative proposals. Develops fiscal analysis of district initiated legislation and recommend legislative postures to benefit the district.
3. Contributes to the development of outcome based program measurements for district services in conjunction with district wide strategic plan development.
4. Develops and conducts various budget related studies on an as needed basis.
5. Assists in the preparation of the annual district budget.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

<p><b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Director of Finance</p>
--

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Budget Planning Interns

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Master's degree in Public Policy, Public Administration, Public Finance or related field.

**Experience Requirements**

Two years experience at senior/lead analyst level or above in government budgeting or program evaluation. Considerable experience working with policymakers in a governmental setting.

**Knowledge, Skills, and Abilities**

Knowledge in public policy, practices and principles. Knowledge in program evaluation and government budget techniques. Effective research skills, including the ability to analyze complex issues and formulate recommendations. Excellent written and verbal communication skills. Ability to work cooperatively and independently.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**