



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Assistant Analyst Job Class:	
<b>DATE</b>	Office of Accountability
<b>BARGAINING UNIT:</b> ASC - Exempt	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<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.) Assists Analysts in researching and evaluating the fiscal performance of the District. Publishes MPS financial and programmatic information to the public in a variety of formats; responds to questions from the public. Monitors compliance with the district's policies governing professional service contracts, construction contracts, and HUB requirements.</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 financial, operational, or academic programs. Presents information to supervisor, identifies critical findings, and responds to questions.
2. Distributes and publishes information on MPS portal, in MPS news releases, or in letters to MPS stakeholders and the public.
3. Monitors compliance with Board policies. Reports findings and recommends methods for improvement.
4. Assists with researching and updating technology.
5. Conducts various district-related studies on an as-needed basis.
6. 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>General supervision provided by Analysts.</p>
<p><b>SUPERVISION EXERCISED:</b> (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.</p>

Oversees the work of clerical staff.

**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.)

Bachelor's degree in Public Administration, Finance, or Accounting. A closely related field from an accredited college or university is also acceptable.

**Experience Requirements**

One year experience in government/public sector budgeting or program evaluation is preferred.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills and outstanding analytical skills are essential. Knowledge of financial and accounting principles. Effective research skills including the ability to analyze complex issues and present findings. Must have the ability to analyze financial data and make judgments how best to present it to colleagues and supervisor. Must be proficient in MS Office and have advanced spreadsheet software capabilities. Experience in photo/video edition software and HTML software is a plus. Must be able to work effectively under time constraints, with little direct supervision. Ability to work cooperatively as well as independently is necessary.

**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.**