

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Sr. Performance Analyst 1	<u>CLASS NUMBER:</u> 60306	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director, OMB (013000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Senior Performance Analyst 1 classification is to provide advice and training regarding budget preparation, budget policies, and fiscal and managerial performance for assigned areas.

JOB DUTIES:

Analyze annual budgets for assigned entities and maintain the county's expenditure control and the fiscal and performance accountability of county programs. Assist county entities in the revision of strategic business plans, performance measures, and budget structure. Investigate budgetary problems and imbalances. Prepare budget briefs and adhere to budget formatting. Represent the Board of Commissioners during the budget hearing process. Investigate problems and question shifts in budget patterns. Investigate variances in personal service reports justify variances with valid reasoning. Verify budget against economic growth factors. Research, recommend, and prepare county entities' financial resolutions, monthly and quarterly performance reports, and correspondence as deemed appropriate. Analyze county, state, and federal regulations and Commissioners' budgets for possible impact. Make recommendations to supervisor and assist supervisor in development of departmental policies and procedures.

Advise and train county entities on budget preparation procedures, county budget policies, appropriate methods for monitoring actual revenues and expenditures to plan, and the identification of reprogramming alternatives. Monitor and evaluate personnel costs versus counts and position control. Assist county entities in the development of reports and appropriate procedures to improve their accountability, effectiveness, and efficiency.

Coordinate, review, monitor, and conduct special projects as required. Serve in an informational and/or advisory capacity to with persons in county entities, other state and local agencies, the business community and/or the general public. Attend required training and meetings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; accounting; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar contexts; calculate fractions, decimals and percentages; use statistical analysis; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in accounting, finance or related field with five (5) years of accounting, finance, budgeting, strategic planning or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date