

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

<u>CLASSIFICATION TITLE:</u> Sr. Performance Analyst 2	<u>CLASS NUMBER:</u> 60307	<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> N20	<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 I2 classification is to assist County social service entities in preparation of budget requests, revision of strategic business plans, performance measures, and budget structure; to evaluate requests and make recommendations; and to prepare Human Services Levy reports for County levy agencies, Alcohol, Drug, and Mental Health, Office on Aging, Children Services, and Mental Retardation and Development Disabilities.

JOB DUTIES:

Research, analyze, review, and make recommendations regarding operational performance data, management reports, and financial data. Assist County entities in the preparation of budget requests, evaluate those requests, and make recommendations on them. Assist in revision of strategic business plans, performance measures, and budget structure. Work closely with County entities to define effective measurements, benchmarks, and results of each program. Evaluate performance (both fiscal and managerial), ways to achieve greater efficiency, and performance within and between County entities. Forecast revenues and expenditures, including fund balances. Research, recommend, and prepare County entities' financial resolutions, monthly and quarterly reports, and correspondence as appropriate. Analyze County, State, and Federal regulations and budgets for possible impact. Investigate budget or financial problems and make recommendations to supervisor and assist supervisor in developing departmental policies and procedures on appropriate methods.

Consult with Deputy Director and Performance Managers in order to define effective measurements and benchmarks regarding performance trends, expenditures, and revenue projections. Prepare reports for County Commissioners and advisory boards to clearly communicate results and trends of each social service agency. Advise and train County social entities on budget preparation procedures, budget policies, appropriate methods for monitoring actual revenues and expenditures to plan, and the identification of reprogramming alternatives. Coordinate reviews and monitors and conducts special projects as required. Evaluate levy requests from both financial and programmatic aspects to ensure that information provided by the agency has been analyzed and evaluated in a logical and consistent manner.

Serve in an informational and/or advisory capacity with persons in County social service entities, other State and local government agencies, the business community, and/or the general public. Attend training and meetings as required by the supervisor or the Financial Director. Attend annual budget meetings/hearings to report and make recommendations for the upcoming fiscal year. Research and analyze existing County social service agency operations, systems, and procedures. Collect, organize, and compile information and data to be used in reviewing social service programs. 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; public relations; agency policy & procedures; Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; prepare concise & accurate reports; use proper research methods in gathering data.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in Accounting, Finance, Business Administration, or related field with five (5) years of accounting, finance, business administration, 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:

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