



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 304.3

Job Title: **ASSOCIATE STAFF ANALYST (EXE LVL)**

Pay Grade: 20

GENERAL SUMMARY:

Functions in a staff role to provide analytical, administrative and/or liaison assistance to executive management.

RESPONSIBILITIES:

- Researches and makes recommendations for addressing issues of basic complexity and/or sensitivity.
- Compiles data, produces information and interprets results through conclusion or recommendation formulation.
- Develops reports, special documents or publications as assigned.
- Completes special projects as assigned, working on a wide variety of financial, administrative, professional, political and community issues and problems of basic complexity.
- Represents supervisor at meetings and functions generally to gather information.
- Handles highly confidential information.
- Prepares, edits and revises department policy and procedure manuals as directed. Responds to correspondence, requests for information, etc. as assigned by supervisor.
- Participate in the development of management and administrative policies, procedures and master plans with both short and long term objectives as assigned.
- Analyzes and reviews management practices and procedures and develops recommendations for improvement.
- Participates in developing solutions for problems of basic complexity as assigned by supervisor.
- Participates in evaluation and design of workflow, processes, various operations systems, etc.
- Assists in developing technological solutions and systems for continuous improvement programs and other appropriate applications.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

EXPERIENCE:

No experience required.

SPECIFICATIONS (continued):

COMPLEXITY:

Work is varied at an entry professional level, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of various facts.

IMPACT OF ACTIONS:

Errors could lead to modest expenses and inconveniences. The incumbent generally receives specific direction.

SUPERVISION EXERCISED:

Direct Supervision:

No indirect reports.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Officials. Interaction involves some explanation and discussion leading to resolution of basic issues.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and discussion leading to resolution of basic issues.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Associate Staff Analyst (Exe Lvl)

Staff Analyst

Senior Staff Analyst

Executive Staff Analyst (Executive Level)

OR

Staff Analyst (Executive Level)

OR

Senior Staff Analyst (Executive Level)

Effective: February 2024