



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 304.6

Job Title: **EXECUTIVE STAFF ANALYST (EXECUTIVE LEVEL)**

Pay Grade: 30

GENERAL SUMMARY:

Functions in a senior staff role to provide professional analytical, administrative and/or management systems services to an appointed or elected official.

RESPONSIBILITIES:

- Investigates and makes recommendations for addressing issues of high complexity.
- Assigned management responsibilities on a frequent basis for certain functions, units or programs.
- Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as needed.
- Completes special projects as needed, working on a wide variety of financial, administrative, professional, management and community issues and problems of a high complexity.
- Represents supervisor at meetings and functions to gather information and to articulate opinions and recommendations of the department.
- Handles highly confidential information.
- Prepares, edits and revises department policy and procedure manuals. Responds to correspondence, requests for information, etc. as needed by supervisor.
- Participates in the development of management and administrative policies, procedures and master plans with both short and long term objectives. Analyzes and reviews management practices and procedures and develops recommendations for improvement.
- Negotiates solutions for problems of a high complexity as needed.
- Interprets administrative policies and oversees communication with departmental personnel regarding these policies.
- Participates in evaluation and design of workflow, processes, various operations systems, etc.
- Develops 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.

Graduate degrees related to the type of work to be performed may substitute for the experience requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

EXPERIENCE:

Seven years of professional administrative, financial or analytical experience related to the type of work being performed are required.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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.

JOB FAMILY:

Staff Analyst

OR Staff Analyst (Executive Level)

Senior Staff Analyst

OR Senior Staff Analyst (Executive Level)

Executive Staff Analyst (Executive Level)