CLASS TITLE: SENIOR FISCAL POLICY ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises professional staff engaged in assessing and reporting on the City's financial condition, and performs related duties as required.

ESSENTIAL DUTIES

- Assigns, supervises, and reviews the work of staff engaged in monitoring, analyzing, and reporting on the City's financial status.
- Drafts comprehensive reports explaining variances and long-term trends relative to City revenues and expenditures.
- Serves as liaison and provides oversight to private consultants, underwriters, re-marketing agents, and trustees participating in the bond issue process and participates in bond closings.
- Recommends the issuance and re-marketing of general obligation bonds based on the analysis of market trends.
- Reviews financial summaries (e.g., Comprehensive Accounting Financial Report, term sheets on development financings) and drafts narratives explaining findings and/or projected trends and patterns for inclusion in the Fiscal Economic Indicators Report.
- Assists in the review of consultant reports and participates in the economic analyses of proposed tax increment financing (TIF) projects.
- Coordinates the preparation of reports summarizing banking activity at participating financial institutions, evaluates their responsiveness to the City's needs, and makes recommendations for their use as official depositories.
- Analyzes financial documentation and recommends banks to be used as municipal depositories based on solvency and in accordance with City policies.
- Oversees the maintenance of computerized records and accounts of City tax payments and analyzes variances in actual and projected tax receipts.
- Participates in meetings with department managers and representatives from financial institutions and government agencies to discuss fiscal trends and projections relative to new or expanded City initiatives.
- Trains and coordinates training efforts on the economic analysis of municipal financial processes for professional level staff.
- Develops work standards and conducts performance evaluations for subordinate staff.
- Monitors budget and expenditures related to the division’s budget and/or special projects or emergency fund accounts.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics, or a directly related field, plus four years of fiscal policy analysis experience, or an
equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

• None

WORKING CONDITIONS

• General office environment.

EQUIPMENT

• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

• No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:
• the bond market and processes involved in the issuance of municipal bonds
• generally accepted accounting principles, methods, practices, and procedures
• *applicable financial analysis and management principles, methods, practices, and procedures
• applicable computer software packages (e.g., accounting software, financial software) and applications

Moderate knowledge of:
• organizational structure of City departments
• *generally accepted fiscal policy principles, methods, practices, and procedures
• business trends

Some knowledge of:
• applicable federal, state, and local laws, regulations, and guidelines
• loan lending, underwriting, and processing principles, methods, practices, and procedures
• research methods and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Fiscal Policy Analyst class

Skills

• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
• *MATHEMATICS - Use mathematics to solve problems
• MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
• *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
• *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
• *TIME MANAGEMENT - Manage one's own time and the time of others
• *COORDINATION WITH OTHERS - Adjust actions in relation to others’ actions
• *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Fiscal Policy Analyst class

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
• REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
• ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Fiscal Policy Analyst class

Other Work Requirements
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Fiscal Policy Analyst class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010