

## RESOLUTION NO. 2013-104

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING A NEW POSITION, JOB DESCRIPTION AND SALARY RANGE FOR SENIOR ANALYST

**WHEREAS**, on March 26, 2013, the City of Rohnert Park ("City") and the Tribe entered into the first Amended and Restated Memorandum of Understanding wherein the Tribe agreed to make certain financial contributions to the City to mitigate impacts of the casino resort project within the City;

**WHEREAS**, the Amended MOU is an intergovernmental agreement between the City and the Tribe that facilitates the mitigation of impacts resulting from the Project;

**WHEREAS**, the City wishes to have a full-time position dedicated to administer the Amended MOU and other agreements related to the project;

**WHEREAS**, staff has concluded the appropriate research and created the attached job description;


**WHEREAS**, staff recommends the position report to the Office of the City Manager and be placed in the Confidential Unit at a salary range of 94-CF, at \$6,657 - \$8,093/month;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rohnert Park approves the new position be added to the upcoming 2013-14 fiscal year budget, approves the attached job description, the employee unit designation and salary range as stated above.

**DULY AND REGULARLY ADOPTED** this 25<sup>th</sup> day of June, 2013.



**CITY OF ROHNERT PARK**

  
Pam Stafford, Mayor

**ATTEST:**

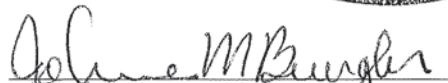
  
JoAnne Buergler, City Clerk

Exhibit: Job Description

AHANOTU: AYE BELFORTE: AYE MACKENZIE: AYE CALLINAN: AYE STAFFORD: AYE  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## City of Rohnert Park

### SENIOR ANALYST

#### DEFINITION

Performs a variety of highly complex and sensitive analytical and administrative duties in support of the Office of the City Manager, including implementation of the City's casino agreements. The position researches, compiles, analyzes and tracks data, reports and makes recommendations on a broad range of issues and actions associated with the casino's impact on City funding, staffing, operations, and on the community at large; performs other related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

The **Senior Analyst** is a specialized, single-position, advanced journey level analyst class. The incumbent will independently perform complex, difficult and responsible analyses related to financial, legal, legislative, statistical, and operational data; ensure compliance with agreements, laws and standards; compile and report various information and metrics, and will recommend and implement programs and solutions throughout the City as directed.

#### SUPERVISION RECEIVED/EXERCISED

General direction is routinely provided by the City Manager or Assistant City Manager. The incumbent may provide supervision to assigned staff, interns or volunteers and provide administrative oversight to contractors.

#### ESSENTIAL JOB DUTIES

**(These duties are a representative sample; position assignments may vary)**

- Plans, organizes and conducts complex studies relating to the implementation and management of casino agreements, and to related impacts on the activities of a department or the operations of the City as a whole
- Prepares technical and administrative reports for City management, City Council, and a range of governmental agencies; prepares a variety of correspondence and other informational materials
- Identifies problems, determines analytical techniques and information gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as administrative and operational structures, financial systems and cost analysis, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions; develops implementation plans and assists in implementing as directed

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**Senior Analyst**

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- Conducts a variety of special projects and programs, including collecting and analyzing labor cost and productivity data and making recommendations to City management for use in organizational and employee relations decision making
- Recommends, develops, and utilizes regular and specialized computer software applications and data bases to assist with analytical studies and data tracking
- Coordinates activities with those of other City departments; confers with representatives of other governmental agencies, community groups, boards and commissions, vendors and others, as needed
- Provides technical assistance to others on administrative and analytical matters
- May assist in developing and administering the City Manager's Office Budget and Graton Mitigation Fund Budget, including analyzing current and historical trends, determining variances and improving cost effectiveness
- May direct the work of support staff on a project or day-to-day basis
- May attend meetings regarding legislation that could affect the City
- May act as a disaster service worker in the event of a disaster or emergency
- Performs related duties as assigned

**In performing the duties described above, the incumbent is expected to:**

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

**QUALIFICATIONS**

Experience/Education/Training:

Sufficient experience, education and training in public administration/management in either a line management or staff support capacity to perform the duties of the Senior Analyst. A typical way of obtaining the required qualifications is to possess the equivalent to:

- Graduation from a four-year college, preferably with major coursework in business or public administration, economics, accounting or a closely-related field, and

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**Senior Analyst**

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- Four (4) years of progressively responsible experience which has included accounting, recordkeeping, financial and market analysis, budget forecasting, resource planning, policy analysis, research, budget development and administration, and communication technologies
- A Master's Degree from an accredited college or university in Public or Business Administration may be substituted for one year of the required professional experience
- Proficiency with computer software programs commonly used by the City, such as Windows Office, is highly desirable
- Requires considerable knowledge of City organization and operations
- Special Requirement: Must be able to travel to various locations within and outside the City to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required

Knowledge of:

- Thorough knowledge of principles, methods, and trends of public and business administration, including systems' development, fiscal management, and research methodology
- Principles, practices and methods of financial, organizational, economic and procedural analysis
- Principles and techniques of statistical analysis and data management
- Principles and practices of budget development, accounting and administration
- Principles and practices of contract negotiation, preparation, and monitoring
- Principles of effective written communication including English usage, spelling, grammar, and punctuation
- Basic supervisory principles and practices
- Thorough knowledge of governmental accounting principles, practices, zero-based budgeting, and budget projection, forecasting methodologies
- Data storage, processing, and retrieval, recordkeeping requirements
- Requirements of the Brown Act, the Public Records Act, and other procedures mandated by law for local government agencies



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**Senior Analyst**  
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- Principles and practices of public relations, community outreach and employee education

Skill to:

- Collect, evaluate, and interpret varied information and data
- Research, analyze, and formulate recommendations, work plans, and activities regarding administrative issues
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Understand, interpret and apply appropriate rules, regulations and procedures
- Summarize facts and recommendations accurately
- Prepare clear and concise written reports
- Establish and maintain cooperative working relationships
- Effectively apply independent judgment, critical thinking, and personal initiative
- Use financial, statistical, graphic and database software to analyze problems, identify solutions and prepare recommendations, presentation materials, and reports to City management
- Communicate effectively and professionally verbally and in writing
- Maintain confidential information
- Produce accurate information
- Multitask, prioritize and work under pressure to meet deadlines
- Conduct reviews of operational performance and program effectiveness
- Effectively represent the City with individuals, groups, and other governmental agencies
- Learn and utilize new technology

Working Conditions:

Work is performed primarily in a standard office setting with some travel to different sites, and requires the incumbent stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 lbs; to operate standard office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Additionally, the position requires near vision in reading reports and using a computer; hearing and speaking is required when interacting with the public and others. Conditions may involve attendance at meetings

held during the workday and in the evenings. Also includes irregular hours as necessary to meet deadlines and achieve objectives. Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows.

**FLSA Status:** Exempt  
**Employee Unit:** Confidential Unit  
**Approved By:** City Council  
**Date Approved:** June 25, 2013