

## **PUBLIC WORKS ANALYST**

### **CLASS SUMMARY**

The Public Works Analyst is a broad classification. Incumbents are engaged in a wide range of analytical, organizational research, budget management, cost analysis, contract support, marketing, property management, program compliance activities and work in support of area of assignment. Individual assignments may be general in nature, providing professional support to a variety of programs, departments, or people, or for the oversight of a single program. Specific duties will vary in accordance with assigned area of responsibility:

Management Support - Responsibilities will generally include: researching and analyzing organizational, system, and procedural issues and trends and developing analytical models; making policy recommendations related to budget and financial matters; preparing and recommending budget plans and related worksheets; maintaining related systems and reporting; preparing and developing marketing plans; and researching and responding to grants, including all applicable reporting requirements.

Property - Responsibilities will generally include: preparing appraisal reports by assessing properties and determining appropriate comparables and market value; appraising and marketing County-owned properties for sale; managing rental properties and ensuring administrative compliance; conducting field inspections and preparing right-of-way acquisition cost estimates; and coordinating cross functional projects.

Safety - Responsibilities will generally include: developing, maintaining, and reporting County activities related to worker and public safety; and ensuring compliance with Federal and State safety laws and guidelines.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to the following:

- Analyzes, collects, organizes, monitors, and interprets a variety of program information and data; coordinates programs and projects; ensures process compliance with rules and regulations.
- Conducts field surveys and researches available records related to the development of projects or programs
- Responds to public, developer, contractor and other agencies' concerns, questions, complaints and requests for information related to projects and programs.
- Prepares and maintains a variety of contracts, records, and reports related to operations in assigned area of responsibility.
- Assists in preparing the annual budget which requires reviewing budget requests, collecting budget information, and assisting in coordinating budget resources.
- Performs other duties of a similar nature or level, including complex and specialized duties in support of a division or work unit, including special projects.

- May coordinate and facilitate training sessions regarding safety and processes.
- May prioritize and assign work to lower level staff; monitor the performance of lower level staff; train staff on work methods and procedures; and participate on staff evaluations.
- May respond to sensitive requests for information and assistance, and providing information regarding applicable rules, policies and regulations.
- Performs other duties of a similar nature or level.

## **COMPETENCY LEVELS**

Depending on the skill, experience and responsibility level of the incumbent, may be responsible for overseeing and managing the work of lower level support staff. Following are descriptions of the competency levels:

Assistant Level - Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions provided are detailed; resolves routine questions and problems.

Entry/Contributing Level - Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.

Journey Level - Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced/Lead Level - Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments, and may provide supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decisions.

## **POSITION SPECIFIC RESPONSIBILITIES**

Positions assigned to Management Support may be responsible for:

- Preparing budget reports;
- Conducting surveys of practices and procedures;
- Designing or upgrading accounting systems;
- Monitoring project timelines, budgets, contracts, and/or related resources.

Positions assigned to Property may be responsible for:

- Appraising, acquiring, and negotiating properties;
- Coordinating construction and improvement projects;
- Researching and acquiring a variety of permits necessary for projects;
- Gathering, analyzing, and reporting property sales data.

Positions assigned to Safety may be responsible for:

- Facilitating safety training and education sessions;
- Coordinating Wellness Clinics and hearing tests;
- Conducting field observations of work methods and ensuring compliance with safety standards;
- Reviewing and evaluating OSHA regulations and updates.

## **MINIMUM QUALIFICATIONS**

### Knowledge of

- Applicable codes, rules, and regulations;
- Basic budgeting principles;
- Field survey methods and practices;
- Research methods;
- Contract management principles and practices;
- Recordkeeping principles and practices;
- Computers and related software applications;
- Customer service principles and practices.

### Skills In

- Analyzing, gathering, researching, and monitoring data applicable to area of assignment;
- Reviewing project and program designs and identifying potential problems;
- Coordinating activities in area of assignment;
- Monitoring and reviewing a budget;
- Conducting research;
- Preparing and maintaining records and reports;
- Conducting field surveys;
- Using a computer and related software applications;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Physical Requirements

- Positions in this class typically require: grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## **EXPERIENCE AND TRAINING**

Bachelor's degree in a field related to area of assignment; and sufficient experience as necessitated by the competency level of the position.

The Assistant level position requires a High School Diploma or a GED, supplemented with course work in a related field.

Assistant Level: 2 years of support experience in a specific area of assignment.

Entry/Contributing Level: 0-2 years of professional experience; entry level for incumbents with Bachelor's degree.

Journey Level: 2-5 years of progressively responsible professional experience.

Advanced/Lead Level: 5-8 years of progressively responsible professional experience; fully competent professional.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Special Requirements

- A valid Oregon Driver's license and Oregon Notary Public Commission may be required.

## **NOTE**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification and grades (Job Codes N4110 through N4112) approved December 15, 2009 by Board Order 09-12-15-17 (DBM) to become effective 12/12/09. Replaces job codes: C025/C047/C048/ J040. Deminimus update of licensing requirement approved by Acting HR Director 04/09/10. FLSA Status: Exempt. Assistant Level FLSA Status: Non-Exempt.