

Adopted: September 2001, Revised: March 2012

Class Title: Principal Analyst

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Directs and coordinates special projects and the general management of project administrative and business management functions. Serves as principal contact for Department Directors and Bureau Heads.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, conducts, and leads complex analytical studies and research projects to assist executive management with long term planning and policy development in various program areas. Directs the development of studies and other analytical reviews with implications for administrative problem solving. Provides detailed and comprehensive written reports with conclusions and recommendations. Makes oral presentations regarding study findings and recommendations. Serves on internal and external adhoc task forces and committees to study program management issues and make recommendations.
2	S	Provides expert advice and assistance to City management and City departments on activities and their impact to the City's resources. Interprets laws, policies, and regulations; analyzes the cost effectiveness of program operations; recommends alternate sources of program funding. Performs comprehensive analysis of special projects and prepares reports as requested by the City Manager.
3	S	Leads the intra- and inter-team to accomplish day-to-day functions of the department in various program areas; meets regularly with City management to set and monitor short and long term project goals; ensures the availability of adequate personnel and work tools to complete projects effectively and within prescribed time frames and are aligned with the City's strategic mission. Ensures that staff are current with the latest policies and practices at the national level.
4	S	Prepares the monthly reports for the City management team and directs the effort for continuous improvement. Researches and/or recommends changes in policy, procedures and development. Meets with City management, and Directors to review the City of Norfolk's practices and makes recommendations for change.
5	S	Performs related duties by making presentations to civic leagues and community groups, and assuming responsibilities in the Director's absence.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience, including at least one year of experience in developing, analyzing and administering complex assignments and one year of supervisory experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read financial data, various reports, and memos.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write financial data, various reports, and memos.
Managerial	Managerial responsibilities include allocating financial resources, verifying the accuracy of reports, and facilitating communication and teamwork.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. Occasionally, 10-25 lbs. Frequently, or up to 10 lbs. Constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations
Sitting	F	Computer, desk work, meetings driving
Walking	F	Inter-office, to/from office equipment
Lifting	N	
Carrying	N	
Pushing/Pulling	O	Desk drawers, chair
Reaching	O	Across desk
Handling	O	Paperwork, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	O	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other			

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other	N