

# Class Title: Capacity Analyst

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Works with city administration, department heads, supervisors, and vendors in support of the strategic management of space utilization. Plans, budgets, and coordinates the organization of office and facility space for the effective and efficient functionality of city services. Reviews, develops, and maintains relevant policies, procedures, and applications, and coordinates research and projects to optimize space usage and planning.

**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	Develops and recommends strategies and policy alternatives by performing capacity analyses and presenting findings to management. Solicits the assistance of various city personnel and vendors to accomplish capacity planning objectives, provide analysis and develop documents consistent with project plans. Prepares materials to solicit bids and other offers and monitors the progress and quality of the work.
2	S	Provides on-going reporting of key space and planning metrics; develops and provides insight on the effectiveness of capacity schematics. Completes administrative functions including answering queries, completing correspondence, and developing diagrams and reports in support of strategic objectives.
3	S	Assists in the management of capacity projects, by developing designs and schematics, providing insight, and developing performance indicators and space analytics.
4	S	Coordinates space planning by researching, identifying and communicating opportunities, collecting input and data, preparing and submitting proposals in accordance with procedural guidelines, ensuring compliance requirements are maintained, and managing budgets and contracts as necessary.
7	S	Designs and coordinates studies and projects by collecting and analyzing data on processes and problems, conducting research projects, addressing management decisions related to space, capacity, and organizational structure. Compiles and presents findings, recommends improvements and assists with their implementation.

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
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	Three years of experience in strategy and project management, space planning, operations management or a related field.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read documents, legal contracts, development agreements, bond legal transcripts, official statements, prospectus, feasibility studies, operating and capital budgets, rating agency analysis, letters of credit, bond insurance documents, disclosure statements and requests for proposals, promotional and educational materials. Requires professional writing ability combined with technical editing capability.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as understand the basics of bond math perform time value of money calculations and create financial analysis models.
Writing	Work requires the ability to write offering documents, special reports, rating agency presentations, policies and procedures, feasibility studies, disclosure statements, plans, analysis and requests for proposals.
Managerial	Managerial responsibilities include managing professional staff and support staff including planning, coordinating and administering programs acting as liaison with consultants, managing projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures related to project deliverables.
Supervisory / Organizational Control	Job may have responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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. 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. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**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.
--	--	--	--	----------------------------

*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	Copier, fax machine, filing, review of projects, presentations, supervision, observations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from meetings, inter-office, to/from office equipment, to/from various departments
Lifting	O	Office supplies, files, folders, stacks of paper, presentations, proposals
Carrying	O	Office supplies, files, folders, stacks of paper, presentations, proposals
Pushing/Pulling	R	Chairs, doors
Reaching	O	Telephone, files in file cabinet drawers
Handling	O	Office supplies, files, folders, stacks of paper, presentations, proposals, telephone
Fine Dexterity	C	Computer keyboard, calculator, writing, use of office equipment
Kneeling	R	Accessing files in file cabinet drawer
Crouching	R	Accessing files in file cabinet drawer
Crawling	N	
Bending	O	Accessing files in file cabinet drawer
Twisting	O	To/from desk to telephone, to/from desk to file cabinet, within workstation
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, presentations, supervision, observations
Hearing	C	Telephone, co-workers, staff, supervisors, management, consultants, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisors, management, consultants, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: June 2014

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, scanners, typewriter, Standard, Microsoft Windows and Office software, mainframe accounting programs, Advantage Financial System software (AFIN), Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

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 (see 1 below)	N		

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

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-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.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
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	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)