

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Strategic Business Analyst		
<b>Job Code:</b>	PR2611	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	06/23/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of analytical support duties related to organizational analysis of financial business processes, procedures and operations for various departments throughout the City as assigned based on action plans or issues identified by audits. Looks at every step of process or procedure being analyzed, makes recommendations to address issues identified, and works with departments to implement recommended processes or procedures.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Participates in projects as assigned based upon the Annual Business and Work plans.
2. Analyzes financial processes and procedures to address issues identified during internal and external audits.
3. Collects and analyzes data and conducts benchmarking surveys with other cities and organizations to identify best practices related to financial processes and procedures.
4. Prepares reports to present and interpret data collected and compiled.
5. Identifies opportunities for improving service delivery methods and procedures, identifies resource needs, and reviews with appropriate management staff.
6. Defines, documents, and makes recommendations regarding improvements to business processes, procedures and systems.
7. Works with departments to implement and test recommended changes to processes or procedures.
8. Develops, coordinates and leads training workshops; provides instruction on processes and methods; and updates training materials.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Theory and practical application of the business re-engineering process.
- Methods and techniques of mapping work and process flows.
- General business practices, principles, functions and processes.
- Operational characteristics, services and activities of assigned program area including administrative, financial, human resources, or operations functions.
- Principles of municipal budget preparation, analysis, forecasting and control.
- Principles and practices of municipal accounting, budgeting, and financial management.
- Finance department operations.
- Methods and techniques used to conduct a variety of analytical studies.
- Methods of research, program analysis, and report preparation.
- Management business practices, principles, functions and processes.
- Trends and current development of management theory.
- Organization objectives, procedures, policies and regulations.
- Principles and procedures of record keeping.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, state and local laws, codes and regulations.
- Principles of budget preparation, analysis, forecasting and control.
- Principles of effective project management.

- **Skill in:**

- Critical thinking and decision-making.
- Time management and organization.
- Delivering presentations to a variety of audience members.
- Timely completion of research.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Research, analyze, and evaluate programs, policies, and procedures.
- Recognize organizational and operational deficiencies and recommend corrective actions.
- Track, account and report data.
- Develop training materials and conduct workshops on improved systems and procedures.
- Interpret and explain city policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships

## **MINIMUM JOB REQUIREMENTS**

Master's degree from an accredited college or university with major course work in Finance, Accounting, Public Administration, Business Administration or a related field and two years of directly related experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.