



City of Tempe

PUBLIC WORKS PLANNING & RESEARCH ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	352	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$72,630
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$98,051
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Management Assistant II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Public Works Administration Manager.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time, professional level experience in budget, finance, economics, management analysis or accounting work which should include at least two years of increasingly responsible budget and finance experience in government.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, statistics and research, accounting, management science, business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex, highly responsible professional financial analysis and professional duties to support the enterprise funds of the Public Works Department; and to perform a variety of tasks related to the development, integration and implementation of long and short-range plans to support the operations of the department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Develop and coordinate long-range and short-range strategic, financial and technical planning efforts; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range strategic planning and financial documents;
- Consult with management to ensure consistency of plans with overall City departmental and division direction and needs;
- Participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies;
- Oversee and act as central point of contact for the water, wastewater, and solid waste rate studies; develop revenue forecasts, market analysis, and customer impact analysis; and plan, prepare and present rate recommendations;
- Oversee and act as central point of contact for the water, wastewater and solid waste rate studies;
- Coordinate activities, studies and analyses related to water and wastewater Development Impact Fees;
- Establish Golf fee and rate schedules;
- Establish audits of financial collections and fee schedules;
- Respond to surveys and inquiries from various agencies, consulting firms and individuals;
- Recommend and implement goals and objectives for special programs, projects and systems; initiate and participate in short- and long-term strategic planning; establish schedules and methods for program operations;
- Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues;
- Prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare monthly, quarterly and annual reports;
- Prepare, administer and monitor the operating and capital improvement budgets for the Solid Waste, Water/Wastewater and Golf enterprise funds; coordinate the budgeting process; maintain and monitor budget controls; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures;

- Work closely with division staff to understand, incorporate and align operational goals and financial goals;
- Establish practices to ensure fiscal sustainability and progress toward fund-specific goals;
- Research economic trends at national, regional, state and local levels;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as required;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Revised October 1997

Revised July 2002 (Title Changed)

Revised November, 2002

Revised January, 2003

Revised August 2010 (updated job duties & min quals)

Revised June 2016 (updated job duties to reflect PW enterprise funds)