

PUBLIC WORKS ANALYST

Definition:

Under varying levels of supervision performs a range of complex, technical, analytical and administrative journey level duties in support of a City department or program area; assumes responsibility for the management and administration of program/project activities; recommends action and assists in policy, procedure, work methods and budget development and implementation for area of assignment; coordinates assigned activities with other divisions, outside agencies and the general public and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Plans, coordinates, implements, promotes and oversees assigned programs and projects.

Oversees and participates in the development and implementation of program/project goals, objectives, policies, procedures and priorities.

Performs a range of duties involved in the identification, planning, development and implementation of new and/or modified programs/projects.

Monitors program/project success using appropriate tracking and feedback systems.

Performs a range of duties involved in researching, negotiation administering and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents and others.

Ensures the work of service providers is performed in compliance with contracts and agreements.

Coordinates services and activities with other City departments/divisions and with outside agencies and organizations.

Provides information and assistance as appropriate.

Ensures that assigned City programs/projects, activities and services comply with relevant federal, state and local laws, policies and regulations.

Researches and analyzes relevant legislation and proposals and prepares reports concerning potential impact on assigned program/project.
Attends and participates in professional group meetings.

Keeps abreast of new trends and innovations in related field and issues related to field of expertise.

Maintains and updates project status reports and related records.

Researches, analyzes and makes recommendations for management review.

Reviews and evaluates forms and manuals and recommends changes.

Composes and issues correspondence and prepares a variety of reports independently.

Interacts with City personnel, the public and representatives of other agencies in the review, analysis, adjustment and implementation of City programs and policies.

Prepares the program/project budget, monitors the budget and expenditure of funds and approves expenditures as appropriate.

Receives and responds to citizen and vendor related inquiries and concerns.

Makes oral and written presentations.

Conducts on-site inspections of project/program work depending on area assigned.

Monitors the work of assigned staff and provides direction as needed.

Prepares or coordinates the preparation of grant applications and conducts the administrative action necessary to implement grants when received.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files and records weighing 50 pounds or less.

Class Characteristics:

Public Works Analyst is a multi-incumbent journey level class that normally works under the general supervision of a department or division head. Incumbents perform tasks which require judgment, discretion and initiative and have technical, analytical and administrative duties and responsibilities in various staff functions, including, but not limited to, the following:

Geographic Information Systems/Water Systems Management

In addition to performing specialized technical and professional work in the development and maintenance of computerized data relative to geographic information system (GIS) functions, the Public Works Analyst assigned to this program assists in the management

of water quality and conservation programs and works with other City departments and government agencies to coordinate Fullerton's water conservation efforts. The incumbent also acts as the City's representative at regional water-related inter-agency meetings.

Stormwater/Wastewater/Special Projects

The Public Works Analyst assigned to this program is responsible for completing special limited-term projects and ongoing coordination of complex City programs as designated or assigned. Additional assignments include performing comprehensive assessments of all development reports and plans requiring stormwater quality review and inspection duties related to the City's industrial/domestic wastewater component of the National Pollutant Discharge Elimination System (NPDES) compliance program;

Contacts and Relationships:

A Public Works Analyst establishes and maintains contact with staff within his/her assigned department and staff of other City departments. Additional contact will occur with professional and technical consultants, a variety of individuals, public and private representatives, contractors, and vendors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Knowledge of:

- Principles, operations and practices related to area assigned.
- Principles of public administration, organization and management.
- Systems and techniques of project/program management and monitoring.
- Techniques and methods of administrative analysis and research.
- Negotiation and conflict resolution techniques.
- Contract administration related to area assigned.
- Methods of making oral and written presentations.
- Effective supervisory techniques.
- English usage, spelling, grammar and punctuation.
- Computer applications as they relate to area assigned.
- Customer relations techniques.

AND

Ability to:

- Plan, organize and manage a major project, program and/or activity.
- Use independent judgement and initiative.
- Interpret and apply applicable laws, rules and regulations.
- Review contracts, agreements, plans and work specifications.
- Conduct effective, responsible research and analysis.
- Develop and implement Citywide programs.
- Negotiate with vendors.
- Supervise, train and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Prepare comprehensive reports and make oral presentations.
- Use independent judgment and initiative.
- Establish and maintain effective relationships with those contacted in the course of work.
- Interact effectively with others in the workplace.
- Meet and serve the public with professionalism, courtesy and tact
- Handle job stress and maintain composure in public settings.
- Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A bachelor's degree from an accredited college or university in a closely related field to the area assigned.

AND

Experience:

Two years of progressively responsible experience performing technical or analytical responsibilities related to the area assigned.

Special Requirements:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Public Works Analyst file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

May require the ability to obtain a Penal Code 832 certification within six months of employment in this position depending on the area assigned.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 50 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established October 2015