



CITY OF CALEXICO

CLASS TITLE: PUBLIC WORKS ANALYST

MONTHLY: \$5,139 - \$6,247

RANGE: G-36

BASIC FUNCTION:

Under the direction of the Public Works Director, with general guidance from the Public Works Manager, provides a wide variety of technical assistance with the special projects and studies; performs administrative and budget research and analysis for the Public Works Department. Assists in the administration and management of assigned contracts and other matters as assigned. The Public Works Analyst is a classification in which incumbents are expected to independently perform the full scope of assigned duties. May oversee various Public Work department-related functions of professional and technical staff members.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks to address business/organizational needs and changing business/organizational practices.

Conducts research and analytical studies on a variety of citywide special projects, programs and issues; collects relevant data and works collaboratively across departments to assemble key information; and assists in the development of procedures and forms to strengthen contract administration of outsourced services.

Analyzes data gathered and develops solutions and alternative methods for implementation.

Analyzes data and develops written summaries and reports; presents research findings in a clearly written and well-reasoned professional format.

Performs statistical research, analysis, and reports regarding Public Works functions and program areas.

Provides oversight for requested City contracts and specifically ensures contract compliance for functions such as street sweeping, trash collection and recycling, and equipment leases.

Serves as a key liaison for the City's Labor Compliance Officer.

Coordinates budget preparation and monitoring between Public Works and Finance including the operational and capital improvement program budgets.

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Assists with the coordination of long-term planning including the capital improvement program, reserve and cash flow analysis, fee studies, rate studies, and development impact fee studies.

Maintains and reconciles the Public Works development related deposits.

Assists with the development, tracking, and reporting requirements of development impact fees.

Monitors and ensures timely compliance with regulatory matters and reporting requirements.

Prepares reports detailing the status of all grant applications and prepares statements regarding the financial impact that the grant funding will have on the City's general fund and enterprise funds.

Assists in the preparation of operations forecasts for current and future years using statistical modeling techniques.

Assists in the implementation and maintenance of software systems including but not limited to traffic signals, computerized maintenance management system (CMMS), pavement management system, capital improvement program, supervisory control and data acquisition (SCADA), permitting, zoning and planning application software.

Regularly examines alternative methods of providing required public services in order to reduce departmental operating costs.

Performs special projects, such as those relating to staff development, retention, and recruitment.

Develops and maintains departmental goals and statistics.

Develops and maintains departmental updates for elected officials, management, and the community at large.

Develops and implements engagement opportunities with the public and development community.

Assists with the design and update of standardized drawings and specifications.

Assists with the maintenance of Public Works City website pages.

Reviews and assists with the preparation of City Council and Community Services Commission staff reports.

Prepares thorough and accurate financial analyses of all projects assigned.

Attends and participates in various meetings; takes, transcribes and distributes minutes as required.

Consistently completes all assignments in a timely manner, thorough and appropriately detailed.

Monitors and communicates regulatory changes affecting Public Works operations.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Concepts, theories, principles, methods, and practices of organizational and municipal government administration.

Research and statistical methods.

Cost accounting procedures, practices, methodology and their relationship to budgeting.

Report preparation and presentation methods.

Principles and practices of grant administration.

Principles of budgeting and procurement.

Basic fiscal functions and operations of a municipality.

Business correspondence, letter writing and format including proper English grammar, spelling and punctuation.

Interpersonal skills using tact and diplomacy.

Computer applications including database and spreadsheet programs and the skills in the operation of a personal computer and relate software to perform word processing, spreadsheet operations, database operations and other related areas.

ABILITY TO:

Obtain, analyze, and process financial data pertinent to a variety of topics.

Prepare, submit, and present complex written reports.

Coordinate and plan multiple projects.

Prepare and present clear, concise, and accurate reports orally and in writing.

Effectively organize and prioritize own work, coordinate projects, set priorities, to meet deadlines and follow up on assignments.

Maintain a cooperative working relationship with supervisors, peers, and subordinates.

Effectively and professionally communicate with the public including stakeholders and vendors.

EDUCATION AND EXPERIENCE:

Completion of a Bachelor's degree in Accounting, Finance, Business or Public Administration or a closely related field from an accredited college or university. Three to five years professional work experience in finance, accounting, or analytical work involving Public Works activities or projects. Possession of a valid California Class C Driver's license with an acceptable driving record.

WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal

service. Noise level in the work environment is usually low. Employees must be able to safely lift and carry books, files, and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.