



FINANCE AND PERFORMANCE MANAGEMENT ANALYST

Department: Finance

Job Class #: 164300

Pay Range: Professional 09

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Finance and Performance Management Analyst assists with managing financial planning, performance management, and strategic planning for Pierce County. The position requires consistent and thorough understanding of the County's strategy, programs, finances, budgets, and departmental functions. The incumbent is responsible for preparing and monitoring performance goals, targets and outcomes used in budgets and periodic executive-level financial management reviews. This position has a lead role in development, implementation, and maintenance of the County's financial and performance management systems.

ESSENTIAL FUNCTIONS:

- Lead, develop, and/or participate in the planning and management of countywide strategic plans.
- Develop, coordinate, and manage data-driven performance measures and benchmarks to support the County's strategic plan, goals, and budget.
- Work with program, accounting, budget, and financial system staff to ensure appropriate tracking of performance measures.
- Prepare accountability and performance reports, including impact and outcome reviews of County initiatives, projects, and programs.
- Participate in the preparation and administration of the County budget. Provide insight into how financial investments further strategic plan goals and impact performance outcomes.
- Conduct analysis, compile related statistical information, and write reports for studies, projects, and service evaluations.
- Research and implement best practices in strategic planning and performance management. Provide guidelines and technical expertise to County staff.
- Identify and analyze grant and other special revenue funding opportunities that align with the County's strategic plan.
- Represent the Finance Department in discussions with County departments, other County officials, and outside agencies.
- Coordinate activities and projects with other departments, outside agencies, and organizations; prepare and present reports and other related correspondence.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- Work a flexible schedule, which may occasionally include evening, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Finance Director and is assigned in terms of broad objectives within the resources available. An employee exercises considerable independent judgment and decision-making on technical and administrative matters, consulting with higher-level authority in matters involving policy direction or clarification. Work is reviewed for fulfillment of departmental objectives, for conformance with governing laws and regulations, adherence to budget, and support and furtherance of County missions, visions, and goals.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily performed in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis; however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of planning, coordination, contracting, budget preparation, monitoring, and evaluation.
- Principles and practices of public administration.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Interpersonal communications.
- Written and verbal communications and presentations.
- Problem resolution.
- Goal and objective setting.
- Use and operation of personal computer, word processing, and related spreadsheet material.

Ability to:

- Represent the Department and work with County department leadership and program managers in a manner that is consistent with department policies, mission, and values.
- Analyze and interpret findings; prepare comprehensive reports, procedures, and other correspondence.
- Negotiate and problem solve.
- Express ideas clearly and concisely, both verbally and in writing.

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- Establish and maintain cooperative and effective working relationships with co-workers, County department staff, public and private officials, consumers, advocacy groups, professionals, and the general public.
- Work independently with minimal supervision and as part of a team.
- Make verbal presentations to a variety of groups of diverse backgrounds.
- Ability to understand and follow instructions.
- Interact smoothly and positively with managers and senior department personnel. Work effectively and productively with others.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management, and/or administrative nature in support of Department/County goals and objectives.
- Communicate effectively both orally and in writing, to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelors' degree in business administration, public administration, finance, or any other related field and four or more years of budgetary experience or any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the position. Experience in performance management, program evaluation, strategic planning, and/or data analytics is highly desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required within 30 days of employment or the ability to otherwise meet the travel requirements.