

SNOHOMISH COUNTY CLASS SPECIFICATION

CORRECTIONS FISCAL ANALYST

Spec No. 2061

BASIC FUNCTION

To provide financial research and analysis services to the Department of Corrections, develop and administer the department's budget and supervise the operations of the finance and records sections.

STATEMENT OF DUTIES

1. Plans, organizes, supervises and evaluates the operations of the finance and records sections; supervises and evaluates the work of subordinate employees.
2. Drafts and administers the department's budget, including developing budget schedules, monitoring revenue and expenditures and preparing budget modification requests; advises Corrections divisions on availability of funds and costs of activities in planning.
3. Develops, analyzes, modifies and updates computerized financial models and programs; develops cash flow and fiscal impact models; analyzes expenditure and cost data to identify problems and achieve better economy in operations.
4. Determines the fiscal impact of ordinances, contracts, and budget modifications; develops findings, conclusions and recommendations as appropriate.
5. Develops computer models of fee structures and recommends rates; supervises the billing and fee collection, transmittal, recording and reporting.
6. Acts as liaison between the Department of Corrections, the State Auditor's Office, the Finance Department and the Department of Information Services concerning accounting data and procedures and mainframe and personal computer systems. Attends executive and council meetings to provide information on budgetary questions and issues.
7. Develops methods of data collection and analysis for planning and special reporting projects; analyzes data and writes and presents reports.
8. Analyzes commissary profit margins, cash flows, and consumer demand and workload factors; may make changes in prices, stock and staff assignments to improve operations.
9. Develops personal computer spreadsheet and database applications for use by department staff; estimates the impact of actions which affect data entry/update workload, such as new state reporting requirements.
10. Assists in the administration of county personnel policies and procedures within the department, including the development and implementation of in-house procedures.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in finance, public or business administration or social science; PLUS, three (3) years of professional level experience in a position involving managerial and analytic work; AND, one (1) year of experience supervising a work group of three or more persons; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. Candidates must be at least 21 years old at the time of application.

KNOWLEDGE AND ABILITIES

Knowledge of:

- research methods and techniques, statistical analysis;
- principles of budgeting, accounting and financial management;
- computerized information systems;
- the principles and practices of public personnel administration.

Ability to:

- plan, schedule, supervise and evaluate the work of subordinate employees as necessary;
- use data base information systems;
- evaluate systems and routines;
- gather, analyze, evaluate and synthesize a variety of data;
- prepare clear concise analytic, descriptive reports including findings and recommendations;
- establish and maintain effective work relationships with elected officials, management staff, employees and the general public;
- communicate effectively, both orally and in writing;
- interpret administrative directives and use initiative and sound judgment;
- analyze and evaluate the economic impact and consequences of legislative policies and actions;
- maintain the confidentiality of information;
- work independently.

SUPERVISION

Employees in this class report to the Administrative Services Manager. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

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WORKING CONDITIONS

Much of the work is performed in the usual office environment. However, job requires daily presence in maximum security booking and/or confinement areas. The employee supervises a section that operates twenty-four (24) hours a day, seven (7) days a week and may occasionally be called during nights and weekends to handle situations that may arise.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1992
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous

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