



Date: 7/01/11

Number: U1112

The City of San Diego's Office of the Independent Budget Analyst is accepting resumes for the unclassified position of:

FISCAL AND POLICY ANALYST

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **August 12, 2011.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City is considered one of the top five leisure vacation destinations in the U.S. and a top 10 business destination. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live, and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2012 operating budget of approximately \$2.6 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

On November 2, 2004 the voters of the City of San Diego approved Proposition F which provided for a change in the City's form of government from City Manager to Strong Mayor – Strong Council for a five year trial period. Proposition F also provided that the City Council shall have the right to establish an Office of the Independent Budget Analyst (IBA) and to determine the powers of the office and its manager by ordinance.

On June 3, 2008, voters passed Proposition C which amended the City Charter related to the Chief Financial Officer, City Auditor, Independent Budget Analyst, City Treasurer, and Audit Committee and made permanent the Strong Mayor – Strong Council form of government. By adding Section 39.3 to City Charter Article V, this proposition made permanent the Office of the Independent Budget Analyst regardless of the form of government.

The function of this office is explained in Charter Section 39.3 which states, “The Office of the Independent Budget Analyst shall provide budgetary and policy analysis for the City Council” and San Diego Municipal Code Section 22.2301 which states "There is hereby created the Office of Independent Budget Analyst, a City department whose designated function is to assist the City Council in the conduct of budgetary inquiries and in the making of budgetary decisions." The Independent Budget Analyst is hired and serves at the will of the City Council and has the authority to hire the department’s staff.

The Department's mission is:

To provide clear, objective, and unbiased analysis and advice to the City Council and the public regarding all legislative items bearing financial and policy impacts to the City of San Diego.

The Position:

The Fiscal and Policy Analyst is a principal-level analyst position within the Office of the Independent Budget Analyst. Analysts typically concentrate on a specific field of analysis within the City organization that generally corresponds to specific business centers and/or Council Committees. The primary duty of the Fiscal & Policy Analyst is to review all legislative items within the specific field of concentration that bear a fiscal or policy impact to the City, and to provide clear, objective and unbiased analysis and advice to the City Council. The Fiscal and Policy Analyst is also responsible for analyzing and recommending modifications to the proposed fiscal year budget, monitoring the implementation of the Council-approved budget, and conducting proactive research projects and reports as necessary.

Duties and Responsibilities

- Review and analyze City legislative items that bear a financial and policy impact;
- Prepare analytical reports to the City Council and Council Committees to provide clarification on complex issues, identify potential unintended consequences and make fiscal and policy recommendations;
- Review and analyze the annual fiscal year budget and identify budgetary and policy implications;
- Present reports and analysis to the City Council or Council Committee including but not limited to analysis of the annual fiscal year budget, weekly docketed legislative items, and proactive research projects and Council requests for analysis;
- Periodically respond to inquiries from Council members, Council staff and members of the public;

- Represent the Office of the Independent Budget Analyst in policy-level discussions with top City officials, including the Chief Financial Officer, Deputy Chief Operating Officers and Department Directors; and
- Attend seminars, conferences and trainings as necessary.

Qualifications:

The ideal candidate will possess the following qualifications:

- Strong analytical skills;
- Excellent written and verbal communication skills;
- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to communicate effectively to different audiences, including elected officials, various levels of City management, and members of the public;
- Ability to comprehend technical details and understand how they relate to and impact the “big picture”;
- A commitment and interest in municipal activities and services, and how they impact the community;
- Highly ethical and objective; with the ability to navigate in a political environment;
- Strong business and political acumen to work effectively with high level administrators and elected officials; and
- Energetic and motivated with the ability and desire to take initiative.

Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of an advanced Degree in public policy or a related field and five years of progressively responsible professional experience would be a typical way to demonstrate these qualifications. Experience in a state or municipal government is highly desirable.

Please be advised that per San Diego Municipal Code Section 22.2303, no person shall be eligible to serve as a member of the staff of the Independent Budget Analyst who, during the previous eight years, has served on the staff of a City of San Diego Mayor or City Councilmember, or has been a registered lobbyist with the City of San Diego.

Management Benefits:

The successful candidate will be eligible for participation in the City’s Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401 (k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact Risk Management at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

Selection Process:

To be considered for this position, please submit **two copies of each of the following**: your current resume, a letter of interest highlighting your relevant work experience, a list of three work-related references, and a current writing sample in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment-Fiscal and Policy Analyst, Office of the Independent Budget Analyst, to***

**The City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316
San Diego, CA 92101**

Submission may also be sent via email to HumanResources@saniego.gov.

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview. The selection process may include a written exercise and panel interview(s). If you have any questions, please contact the City's Human Resources Department at (619) 236-6313.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.



Scott Chadwick
Human Resources Director

KD/June 30, 2010