

COST AND STATISTICAL ANALYST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing cost and statistical analyses, as well as budgetary analysis, in a Fiscal unit of a County Department. Responsibility involves the collection, analysis, and reporting of all statistical and financial data necessary for the development of adequate budgetary and cost-finding procedures. Incumbents may be expected to use automated office systems and other equipment commonly associated with financial record keeping. This is distinguished from the Cost and Statistical Analyst II by the complexity of the project assignments and the independence of action exercised in the methods used to complete a project assignment. Supervision may be exercised over a small number of professional, technical and/or clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Collects statistical and financial data for the conduct of budgetary and/or fiscal analyses by using established and approved definitions, methods and procedures; may also assist in the establishment of same;

Conducts evaluative analyses of financial, statistical and budgetary data using manual and/or automated systems;

Collaborates with staff from other sections of the fiscal divisions for the development of comprehensive cost study and budgetary reports;

Conducts analytical reviews of variance between actual and budgeted expenditures, as assigned;

Collects all statistics and data necessary for the completion of mandated third party reimbursement reports;

Presents results of studies to supervisors; giving interpretations of findings, trends, etc.;

Prepares or provides necessary information for mandated financial and budgetary reports;

Attends meetings and conferences, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of public administration, municipal budgeting, and administrative management; good knowledge of the practices and procedures associated with budget forecasting; knowledge of organizational and operational methods and procedures; knowledge of statistical methods and techniques; ability to evaluate organizational and operational methods and propose realistic solutions; ability to comprehend and prepare statistical and other data for presentation to others; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and a Bachelor's Degree* and two years of budgeting, financial auditing or financial planning experience.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree* in Business or Public Administration, Finance, Accounting or a closely related field may be substituted for each year of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive
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Job Class Code: C1666
Job Group: X