



**Code: 0144**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: FISCAL POLICY ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs specialized research and moderately complex analytical work to assess and report on the City's financial condition, and performs related duties as required

### **ESSENTIAL DUTIES**

- Monitors, analyzes, and reports on the City's actual and projected financial status and/or specific financial programs
- Identifies variances and long-term trends relative to City revenues and expenditures
- Meets with private consultants, underwriters, re-marketing agents, and trustees to participate in the structuring of bond deals
- Examines financial documents required for the issuance of new bonds, re-marketing of existing bonds, and bond closings to ensure accuracy of calculations and clarity of indenture agreements
- Reviews historical financial statements and current statistical data to analyze trends and patterns and to assist in the preparation of the Fiscal Economic Indicators Report
- Compiles financial data from general accounting ledgers and generates spreadsheets and schedules for inclusion in the Comprehensive Accounting Financial Report
- Collects and records data about various financial indicators (e.g., credit agency reports, mark to market figures, security deposit interest rates)
- Confers with operating departments and participating banks and researches financial documents to reconcile discrepancies in cash balances
- Prepares reports summarizing banking activity at participating financial institutions and the status of the City's debt portfolio
- Maintains computerized records and accounts of City tax payments and analyzes variances in actual and projected tax receipts
- Records financial transactions and reconciles cash balances for the City's general fund, special accounts, and/or emergency funds
- May participate in meetings with department managers and representatives from financial institutions and government agencies to discuss fiscal trends and projections relative to new or expanded City initiatives

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics, or a directly related field, plus three years of fiscal policy analysis experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Moderate knowledge of:

- the bond market and processes involved in the issuance of municipal bonds
- generally accepted accounting principles, methods, practices, and procedures
- \*applicable financial analysis and management principles, methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, financial software) and applications

Some knowledge of:

- organizational structure of City departments
- \*generally accepted fiscal policy principles, methods, practices, and procedures
- business trends

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MATHEMATICS - Use mathematics to solve problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010