

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Fiscal & Policy Analyst

Definition

Performs trainee to journey level work in the enterprise-wide application of the methods, procedures, principles, theories, and techniques used in financial analysis, economic analysis, planning and program evaluation, management analysis, and budgeting; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Provides financial analysis, program evaluation, and management analysis relating to budget formulation, program operations, control of appropriations, statewide accounting and payroll operations, and development of the statewide comprehensive annual financial report.

Conducts planning, budget, and management studies to recommend alternative courses of action based upon reports, grant requests, budget requests, and conferences with effected state or local officials.

Advises and assists assigned department(s) local entities to ensure adherence to executive policies and legislative intent.

Reviews and evaluates requests for operating and capital program funds or allotment requests to recommend approval, modification, or disallowance of the agency's or local entities request.

Reviews tax credit claim data to ensure lowans pay all taxes required by law, but no more.

Forecasts sales and use collections by jurisdiction to provide guidance for the distribution of local option sales taxes to local governments.

Produces tax statistics for evaluation studies on tax expenditures to inform the Legislature and Governor about the efficacy of programs and incentives.

Estimates the fiscal impact of existing tax expenditures.

Analyzes proposed legislation and policy revisions or prepares revenue estimates, statistical reports, and fiscal notes to assess impact and effect; recommends support, modification, or withdrawal based upon the Governor's adopted program plans and financial policies.

Conducts and/or participates in studies and surveys of departmental methods and procedures; prepares comprehensive reports of such activity including recommendations for indicated action.

Participates in legislative hearings to explain general or specific aspects of budget and legislative proposals and assure that the Governor's policies are made known to concerned parties.

Communicates with department or local entity heads and fiscal officers to gather current information about the organization's activities and problems.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.
- Mathematics – Using mathematics to solve problems.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Six years of full-time professional-level work experience in budget analysis, economic analysis, financial management, accounting, or management analysis work.
- 2) All of the following (a and b):
 - a. A total of four years of education and full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience in budget analysis, economic analysis, financial management, accounting, or management analysis work; and
 - b. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in public or business administration, economics, finance, or accounting equals one year of full-time experience.

Effective date: 08/19 SA