

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

Fiscal & Policy Analyst Principal

Definition

Performs comprehensive financial analysis, planning and program evaluation, management analysis, and budget preparation and monitoring for state or local government budgets; provides tax policy guidance and subject-matter expertise for one or more specific tax types; functions in a leadership capacity of enterprise level projects and processes performed by self-directed work team; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Assists a supervisor by undertaking primary responsibility for the successful operation of self-directed work teams on enterprise level projects.

Provides financial analysis, management analysis, and operational evaluation relating to budget formulation, program operations, and control of appropriations.

Provides consultative budget and fiscal management service to departments, the Executive Council, the Governor's office, and the legislature.

Develops budget procedures and instructional manuals to facilitate the state governmental budget process and its computerized support systems.

Directs, coordinates, and supervises computer applications for local government finances.

Participates in the review of state departments or local entities budget and allotment requests based upon appropriations; recommends adoption or modification; prepares guidelines, provides historical information and ensures compliance.

Provides historical and current fiscal data to provide information during the fiscal year by maintaining and organizing data.

Communicates with state departments or local entity heads and fiscal officers to maintain information about activities and problems.

Advises and assists local entities in maintaining adherence to executive policies and legislative intent.

Performs accounting and financial systems analysis including electronic data processing applications for state and/or local budget and fiscal control operations.

Analyzes proposed legislation and policy revisions to assess impact and effect; recommends support, modification or withdrawal based upon the Governor's adopted program plans and financial policies; participates in legislative hearings.

Conducts studies and surveys of methods and procedures; prepares comprehensive reports of planning and management studies to recommend alternative courses of action based upon reports, grant requests, budget requests and conferences with affected state or local officials.

Advises and assists assigned department(s) or local entities 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 entity's request.

Conducts studies and surveys of 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.

Determines goals and develops plans for the ideal administration of compliance and audit programs for assigned tax type(s); coordinates efforts across the agency to establish compliance and audit standards and determine appropriate allocation of related staff resources; suggests improvements to management.

Oversees the development and updates to tax forms for the assigned tax type.

Analyzes and evaluates statutes to recommend technical changes to tax law; reviews relevant law changes and court ruling and provides feedback and education to management, other agencies, and the legislature on the impacts to Iowa's tax laws and their administration.

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) Eight years of full-time professional-level work experience in budget analysis, financial management, accounting, law, or management analysis work.
- 2) All of the following (a, b, and c):
 - a. Two years of full-time professional-level work experience in budget analysis, financial management, accounting, law, or management analysis work; and
 - b. 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; and
 - c. 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, law, economics, finance, or accounting equals one year of full-time experience.

Effective date: 04/19 SA