

DEVELOPMENT ANALYST I  
DEVELOPMENT ANALYST II

DEFINITION

To perform a variety of responsible and professional analytical duties related to the development, implementation, and administration of a variety of economic development programs. To assist with the processing of public and private development projects assume related project management responsibilities; provide highly responsible technical staff assistance in conducting analyses of development and business trends and make related recommendations.

DISTINGUISHING CHARACTERISTICS

Development Analyst I – This is the entry level class in the Development Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Development Analyst II – This is the journey level class within the Development Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Development Analyst I

Receives general supervision from assigned management personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

Development Analyst II

Receives direction from assigned management personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional analytical assistance in the development, administration and implementation of, economic development programs.

Develop new program elements and program modifications according to area of assignment; to monitor and coordinate operations of assigned development and/or economic creation and retention business program areas; and perform analytical work including cost/benefit analyses.

Provide information on state, federal and private economic and community development programs or workforce development programs.

Design, organize, market and present tours, workshops, meetings, banquets, conferences, etc., to promote economic and community development activities, and workforce development programs.

Monitor and coordinate on-going operations of assigned program area; perform related analytical work and maintain documentation and supporting records and statistics.

Provide highly responsible analytical staff support including conducting specific and/or comprehensive surveys and analyses of a variety of economic development programs.

Assist in the preparation of assigned program and project budgets; prepare budget recommendations relative to assigned development program responsibilities.

Coordinate and compile budget recommendations submitted by staff from other City divisions/departments related to development programs; research past expenditures and revenues and project future expenditures.

Provide assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.

Monitor assigned budget(s) on a regular basis; review purchase requisitions and confirm available funds and authorizations; analyze budget information regarding revenues/expenditures and prepare reports in accordance with requirements of local, State, and Federal funding sources.

Prepare grant proposals according to funding source requirements; monitor approved grants to ensure compliance with conditions and regulations; maintain appropriate documentation and records; participate in audits conducted by grant authority.

Prepare and administer contracts and negotiate and prepare memoranda of understanding related to various development projects and programs; participate in and coordinate and/or facilitate internal and external committees and staff meetings.

Develop a variety of marketing materials to promote understanding of development goals and related activities.

Prepare and make presentations to a variety of groups, including City Council and commissions, local employers, City employees and departments, neighborhood groups and others related to economic development projects and programs; plan and participate in a variety of outreach activities to promote associated activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Development Analyst I

##### Knowledge of:

Principles and practices of community development, economic development, financing, development review and permitting process, financing and revitalization programs.

Local government structure, function, and development related policies

Structures and programs which result in business development and job creation.

Research methods and procedures including statistical analysis and report writing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

##### Ability to:

Perform professional work in the development, administration and implementation of community development, and/or economic development programs and activities.

On a continuous basis, know and understand all aspects of the job. Frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk while conducting site visits and twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn and understand department and related City policies procedures.

Learn pertinent local, State and Federal laws, ordinances and rules.

Prepare a variety of technical reports; prepare and explain visual presentations related to economic development and development related issues.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

May attend evening or weekend meetings outside of usual working hours, as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

##### Experience:

No professional experience is required.

AND

##### Training:

A Bachelor's degree from an accredited college or university, preferably in urban planning, public administration, business administration, or a related field.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

#### Development Analyst II

In addition to the qualifications for the Development Analyst I:

##### Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules related to economic development, development, and planning issues.

Principles and practices of advanced program and project management.

Practices of budget preparation and administration.

Ability to:

Independently perform professional work related to analysis and presentation of development and economic development programs and activities.

Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public.

Interpret and apply rules, regulations and policies; monitor and keep abreast of current developments and practices applicable to local government in the areas of economic development, development, and planning issues.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Development Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in urban planning, public administration, business administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

03-07-19

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