

## FINANCIAL ANALYST/PLANNER SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4787	Financial Analyst/Planner Associate	01	355	6 mo.	04/01/12	Rev.
4788	Financial Analyst/Planner Specialist	01	355	6 mo.	04/01/12	Rev.
4789	Financial Analyst/Planner Supervisor	01	355	6 mo.	04/01/12	Rev.

**Promotional Line: 334**

### Series Narrative

Employees in this series provide analyses, plans, and program evaluation studies intended to improve institutional decision making as it relates to the efficient use of financial and other resources. In their work the employees apply advanced analytical techniques; financial, economic, and decision-support theory; and long-range, comprehensive perspectives. Their work may apply to all organizational levels and time frames, but it tends to support senior or middle management in strategic and operational activities, particularly as they affect middle- and long-term financial conditions. All levels of this series require professional-level skills in financial analysis, planning techniques, data modeling, aggregate data analysis, decision-support techniques, and computer system development and usage. The higher levels are distinguished by the complexity and wide ranges of the analyses performed and are involved in the management of the unit's analytical projects.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Financial Analyst/Planner Associate** **4787**

Employees at this level are entry level professionals who apply analytical skills to a limited range of financial applications. They work under general supervision from a higher level analyst/planner or other designated supervisor.

A Financial Analyst/Planner Associate typically –

1. performs simple financial analyses as specified by higher level staff: collects source information, analyzes data according to the most appropriate quantitative or qualitative methods, and prepares reports of findings
2. supports institutional or departmental management by performing research and analysis to assist planning projects
3. performs simple program evaluation studies, assessing the efficiency or resource-allocation decisions: following approved methodologies, compares original program objectives to actual performance; determines causes of performance lags and develops improvement options

4. prepares, tests, and implements financially oriented computer programs and data models in accordance with system specifications and departmental procedures, including the preparation of computer programs and datasets, the acquisition and refining of inputs, and the specification of desired outputs and interfaces; documents application systems, including system support procedures and user materials
5. maintains and enhances existing analytical databases and automated data models, including the review, assessment, and solution of system problems and the specification and development of required changes
6. provides training to beneficiaries of studies, ensuring their understanding and appropriate utilization of the research products: develops appropriate documentation and study guides; demonstrates analyses and findings in both formal and informal settings
7. performs other related duties as assigned

**Level II: Financial Analyst/Planner Specialist****4788**

Employees at this level are experienced professionals who apply analytical skills in a wide variety of non-routine planning, analytical, and evaluative applications and in model developments. These individuals serve as project leaders and may provide supervision to lower level analysts. They work under direction from a designated supervisor.

A Financial Analyst/Planner Specialist typically –

1. performs non-routine financial analyses, planning projects, program evaluation studies, and computer-based modeling projects; these are characterized by reliance upon sophisticated, often novel, methodologies and applications
2. serves as project leader on assigned research projects: establishes work plans and time schedules; may supervise day-to-day activities of lower level staff, ensuring that they perform according to pre-established plans
3. prepares project specifications for analytical, planning, evaluative, and system-related projects: reviews project needs to determine information needs; develops study approaches, methodologies, and product designs; works with management and professional staff in the user departments to ensure that work products reflect their informational need
4. trains staff regarding analytical techniques, data sources, and approved study approaches associated with assigned projects
5. develops new analytical procedures, methods, and applications for use by staff
6. performs other related duties as assigned

**Level III: Financial Analyst/Planner Supervisor****4789**

Employees at this level are highly experienced professionals who develop, direct, and/or perform all manner of analytical and planning functions in support of managerial decision making. The employees supervise professional analyst groups, including the coordination of project teams. They employ sophisticated analytical techniques and resources in the performance of the most complex of projects. They work under administrative direction from a designated administrator.

A Financial Analyst/Planner Supervisor typically –

1. supervises a professional level section organized to perform the university's/agency's financial analysis, planning, evaluation, and financial modeling projects: assigns projects to project leaders, coordinating their efforts; plans, assigns, and reviews work activities and final products
2. performs the most complex financial analyses, planning projects, program evaluation studies, and computer-based modeling projects assigned to the unit; typically these projects require the development of new techniques and applications; they frequently are characterized by their significant institutional impact
3. assists university/agency management in determining the overall financial research agenda: supports management in assessing emerging areas of fiscal concern and in identifying appropriate studies to assist in management of these conditions
4. aids management in applying financial research study results to all manner of resource allocation decisions: provides technical advice and analytical support
5. establishes policies, procedures, and guidelines to govern the unit's performance of analytical projects
6. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Financial Analyst/Planner Associate****4787**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination that equals **three (3) years (36 months)** from the categories below:
  - (a) progressively more responsible experience in developing financial or economic analyses, research designs, strategic plans, or data models
  - (b) credit for college course work comparable to that in a field related to financial analysis/planning such as finance, planning, economics, or operations research with 12 hours in empirical fields such as statistics or computer science
    - 60 semester hours equals 1 year (12 months)
    - 90 semester hours equals 2 years (24 months)

- 120 semester hours or a Bachelor's Degree equals 3 years (36 months)

**KNOWLEDGE, SKILLS & ABILITIES (KSAs)**

1. Knowledge and experience in preparation and analysis of various financial reports
2. Knowledge of federal, state and university policies including accounting practices
3. Knowledge of the technology affecting financial operations
4. Effective written, oral and interpersonal communication skills
5. Ability to develop and maintain various computer modules
6. Ability to motivate, promote teamwork, lead, make decisions based on sound judgments
7. Ability to work independently to accomplish goals
8. Ability to prioritize tasks and functions
9. Ability to design and implement solutions to complex problems
10. Ability to analyze and interpret complex accounting records and to develop and present financial in a comprehensive format
11. Understanding of Cash Management processes and formulas
12. Comprehensive understanding of financial system and its relationship and interactions with other systems both internally and externally

**Level II: Financial Analyst/Planner Specialist****4788****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or any combination that equals **three (3) years (36 months)** from the categories below:
  - (a) progressively more responsible experience in developing financial or economic analyses, research designs, strategic plans, or data models
  - (b) credit for college course work comparable to that in a field related to financial analysis/planning such as finance, planning, economics, or operations research with 12 hours in empirical fields such as statistics or computer science<sup>1</sup>

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<sup>1</sup> A Master's Degree in accounting, business administration, and/or finance, or other related fields used to satisfy requirement #1 may be used in satisfying this requirement as well.

- 60 semester hours equals 1 year (12 months)
- 90 semester hours equals 2 years (24 months)
- 120 semester hours or higher equals 3 years (36 months)

2. **Two (2) years (24 months)** of work experience comparable to that gained as a Financial Analyst/Planner Associate **in addition** to the experience/training required in 1 above.

#### KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge and experience in preparation and analysis of various financial reports
2. Knowledge of federal, state and university policies including accounting practices
3. Knowledge of the technology affecting financial operations
4. Effective written, oral and interpersonal communication skills
5. Ability to develop and maintain various computer modules
6. Ability to motivate, promote teamwork, lead, make decisions based on sound judgments
7. Ability to work independently to accomplish goals
8. Ability to prioritize tasks and functions
9. Ability to design and implement solutions to complex problems
10. Understanding of Cash Management processes and formulas
11. Comprehensive understanding of financial system and its relationship and interactions with other systems both internally and externally

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#### **Level III: Financial Analyst/Planner Supervisor**

**4789**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination that equals **four (4) years (48 months)** from the categories below:
  - (a) progressively more responsible experience in developing financial or economic analyses, research designs, strategic plans, or data models
  - (b) credit for college course work comparable to that in a field related to financial analysis/planning such as finance, planning, economics, or operations research with 12 hours in empirical fields such as statistics or computer science<sup>2</sup>

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<sup>2</sup> A Master's Degree in accounting, business administration, and/or finance, or other related fields used to satisfy requirement #1 may be used in satisfying this requirement as well.

- 60 semester hours equals 1 year (12 months)
- 90 semester hours equals 2 years (24 months)
- 120 semester hours or higher equals 3 years (36 months)

2. **Two (2) years (24 months)** of work experience comparable to that gained as a Financial Analyst/Planner Specialist

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

#### KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of economic and accounting principles and practices and the analysis and reporting of financial data
2. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
3. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the political process
4. Knowledge of business management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
5. Knowledge of principles and processes providing customer/client and personal services
6. Skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
7. Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
8. Skills understanding the implications of new information for both current and future problem-solving and decision-making
9. Skills monitoring/assessing performance of other individuals, or organizations/institutions to make improvements or take corrective action
10. Effective written, oral and interpersonal communication skills
11. Ability to apply general rules to specific problems to produce answers that make sense
12. Ability to combine pieces of information to form general rules or conclusions
13. Ability to troubleshoot and solve problems

14. Using relevant information and individual judgment to determine whether processes comply with laws, regulations, or standards
15. Identifying educational needs of others, developing formal educational or training programs, and teaching or instructing others

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