



PERFORMANCE ANALYST

(Audit and Program Review Section)

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree plus one year of work experience in program auditing or operations analysis, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

PREFERRED QUALIFICATIONS:

- Experience conducting and leading performance audits in compliance with Generally Accepted Government Auditing Standards
- A graduate degree in a field related to government
- Experience developing data collection instruments such as surveys, direct and participatory observation, interviews, focus groups, and literature searches
- Strong desire to improve government operations

SKILLS AND ABILITIES:

- Excellent interpersonal, communication, and problem-solving skills
- Excellent analytical and quantitative skills
- Excellent written and oral communication
- Facility with Microsoft Office suite and experience with other specialized software used to facilitate statistical analysis
- Strong work ethic and professionalism
- Collaborates with co-workers and thrives in a team-based environment

DUTIES:

- Under the guidance of a Chief Performance Analyst, conduct performance audits to evaluate the efficiency, effectiveness, economy, and integrity of City programs
- Collect, analyze, and interpret data related to program performance
- Make recommendations on the efficient and economical acquisition, protection and utilization of City resources
- Assess risks related to City programs and evaluate processes designed to reduce risk
- Interview City staff and other stakeholders
- Write clear, concise, and objective reports
- Perform related duties as required

ANNUAL SALARY: Range: \$64,320 – \$86,856 (annual increases)
Starting \$64,320; Post successful six-month review \$67,464