

ANALYST (CFB)

General Statement of Duties and Responsibilities

This class of positions encompasses professional, technical, and supervisory work, of varying degrees of difficulty and responsibility and varying degrees of latitude of independent initiative and judgment, in the dissemination and/or analysis and/or auditing of materials and procedures relative to the functions of the New York City (NYC) Campaign Finance Board (CFB). There are three Assignment Levels within this class of positions. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Examples of Typical Tasks

Assignment Level I

Under supervision, with some latitude for independent initiative and judgment:

Communicates with and provides guidance to internal and external parties, including candidates, campaign staff, voters, independent spenders, the press, government entities, partner organizations, and the general public. Provides notifications to campaigns within statutory deadlines and guidance to campaigns and independent spenders regarding compliance with campaign finance regulations.

Analyzes, researches, and reviews complaints of potential campaign finance violations, and campaign submissions and disclosure statements to ensure compliance with CFB laws, procedures, deadlines, and instructions.

ANALYST (CFB) (continued)

Examples of Typical Tasks (continued)

Assignment Level I (continued)

Manages social media accounts; prepares agency speaking engagements, public statements, press conferences/releases/advisories, public meetings/hearings, debate program, and media interviews; expands the CFB's network of media contacts; assists with the online and print production of the multi-lingual Voter Guide and other reports and publications; assists with the development and production of website content.

Provides outreach and training to internal and external parties such as candidates, campaign staff, voters, independent spenders, the press, government entities, partner organizations, volunteers, Community Advisory Boards, and the general public on topics including campaign finance regulations; compliance with software developed and maintained by the CFB; the NYC debate program; city-wide voter registration and education, and targeted get out the vote efforts.

Analyzes, researches, and reviews topics relevant to campaign finance.

Provides support for legal functions; oversees the enforcement and litigation of small claims matters; analyzes, researches, and reviews City Council and New York State legislation for applicability to the CFB; liaises with the NYC and New York State boards of elections and other government agencies about topics relevant to the work of the CFB.

Provides operational maintenance and systems support including the maintenance, use, and improvement of mailing lists, databases, word processing, and desktop publishing functions. Manages the 311 database and interfaces with DoITT for nyc.gov.

ANALYST (CFB) (continued)

Examples of Typical Tasks (continued)

Assignment Level I (continued)

Assists with the Communications workflow, including new and ongoing internal project requests, ensuring that deadlines are met.

Using statistics and projections of workloads, provides project management and support including the analysis, development, and improvement of systems and procedures for the Campaign Finance Program.

Assignment Level II

Under general supervision, with latitude for independent initiative and judgment, and in addition to the duties described in Assignment Level I:

Performs audit and accounting functions, including statement reviews, post-election audits, reports, compliance visits, and audit and enforcement of Transition and Inauguration Entities (TIEs) in accordance with the CFB audit standards and programs, as well as Generally Accepted Government Auditing Standards (GAGAS).

Trains and supervises subordinate staff; assists in the hiring of staff and interns; evaluates staff performance.

Supervises trainings provided to external parties such as candidates, campaign staff, voters, the press, government entities, partner organizations, and the general public. Serves as senior liaison to candidates and campaigns.

ANALYST (CFB) (continued)

Examples of Typical Tasks (continued)

Assignment Level II (continued)

Coordinates the Communications workflow, including new and ongoing project requests and the approval process for intra-unit projects focused on print and online communications. with internal and external parties.

Assists in the development and coordination of agency-wide work plan and long-term strategic plan.

Supervises the handling of all incoming documents and data, both paper and electronic; utilizes both commercial software and software developed and maintained by the CFB to receive, log, file, index, secure, store, retrieve, and retain candidates' submissions; performs quality assurance review on submissions; ensures proper disposition of candidate data; verifies information for use by auditors and by public-facing databases; assists in the ongoing maintenance and development of electronic document management systems.

Develops, administers, and communicates written policies and procedures governing record management functions; maintains inventory of and provides access to agency documents, including highly sensitive campaign materials; assists in the CFB's response to Freedom of Information Law (FOIL) requests; and liaises between the NYC Department of Records and Information and external storage contractors.

Assists in all phases of fiscal work for the agency; ensures payments are made in a timely manner; maintains Imprest Fund and Public Fund; maintains and reconciles the agency budget, including approval of payments to campaigns; receives and deposits penalty payments and refunds; and acts as agency purchasing agent.

ANALYST (CFB) (continued)

Examples of Typical Tasks (continued)

Assignment Level II (continued)

Performs legislative work such as coordinating and participating in outreach to stakeholders (including legislators, elected officials, civic groups, and others), and contributing to the CFB's legislative planning and testimony before the City Council and other government entities. Prepares briefing materials for Board members, senior staff, and others.

Analyzes complex investigation and compliance-related campaign finance issues beyond the scope of the CFB's routine audits, utilizing and working with contract investigators, prosecutors, and other parties as required, and making investigative recommendations; prepares subpoena responses.

Responsible for keeping inventory of computer and electronic equipment and conducting annual audits; assists with the negotiation of new software and hardware agreements; assist with purchasing hardware, software and information technology (IT) services; track contracts for IT systems maintenance and services; assist the Chief of Staff with capital projects and agency-wide projects.

Conduct data analysis and research, including statistical and computer analysis, of campaign finance records, elections and voter participation data; conducts the development of statistical material and information.

Research policy and legislative issues related to campaign finance, voter participation, and election administration in New York City and New York State; assist in preparing reports and policy briefs on campaign finance and election performance; create policy recommendations to improve the public matching funds program, voter participation, and election administration.

ANALYST (CFB) (continued)

Assignment Level III

Under general supervision, with wide latitude for independent initiative and judgment, and in addition to the duties described in Assignment Levels I & II:

Makes recommendations and develops audit manual and standards for use in CFB audits in accordance with GAGAS. Performs advanced statistical and computer analysis and research; supervises the development of statistical material and information; creates data-based graphics and exhibits for use in Audit unit reports and other materials.

Develops, sets up, supervises, and establishes standards for the maintenance of accounting records. Supervises the timely and accurate remittance of payments to candidates and ensures that payment histories are properly documented.

Supervises a team in the performance of all audit and accounting tasks including statement reviews, compliance visits, and post-election audits of campaigns. Performs supplemental audit tasks when necessary. Trains and evaluates auditing and accounting staff; provides feedback on job performance. Reviews work performed to ensure that it is performed in a timely fashion and in accordance with GAGAS and CFB audit standards and programs.

Analyzes the CFB's IT-related business needs; gathers and documents business requirements as defined by the CFB systems development life cycle (SDLC); translates user requirements into specifications; ensures the development team adheres to technical specifications and complies with the system design; coordinates the user testing process.

ANALYST (CFB) (continued)

Examples of Typical Tasks (continued)

Assignment Level III (continued)

Coordinates production for print projects as assigned; delegates and oversees design projects; researches and recommends the purchase of design-related materials and software; evaluates software and hardware and recommends new purchases and upgrades.

Supervises the day-to-day operations of a unit or part of a unit, including training, supervising, and directing staff. Evaluates training programs. Assesses unit efficiency and operations.

Supervises the editing/proofreading of Draft Audit Reports (DARs) and Final Audit Reports (FARs). Supervises peer review efforts for the agency to remain in compliance with GAGAS.

Works to resolve audit policy issues in consultation with unit heads; communicates findings and recommendations to Director, Assistant Executive Director, and other staff members.

ANALYST (CFB) (continued)

Qualification Requirements

1. A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or
2. A four-year high school diploma or its educational equivalent and five-years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" above.

SPECIAL NOTE

To be eligible for placement in Assignment Level II, individuals must have, in addition to meeting the minimum requirement, completed at least one additional year of experience as described in "1" above, including the management of complex projects.

To be eligible for placement in Assignment Level III, individuals must have, in addition to meeting the minimum requirement, completed at least two additional years of experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.