

STRATEGIC PERFORMANCE MANAGEMENT ANALYST

Job Code	Pay Grade
02346	P1

Nature of Work

This is professional work with lead worker responsibility and a key strategic operating role in support of County organizational leadership, the Strategic Plan, and all departments under the Board of County Commissioners (BCC) and other agencies funded by the BCC. Responsibilities include working with multi-functional teams and leadership to develop, execute and complete selected improvement projects. Duties involve providing a hands-on approach to problems, planning and people associated with all aspects of Strategic Performance Management, actively leading teams in problem solving efforts, and identifying and removing barriers that prevent attainment of project goals. Work is performed with considerable independence and latitude under the direction of the Director of the Office of Management & Budget or designee.

Minimum Qualification Requirements

- Bachelor's degree and 2 years of direct experience consulting, leading teams, improving processes, facilitating performance management, and/or strategic planning in a large organization; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Leads, facilitates, and/or contributes to team projects, depending on the identified needs and requirements of the team (i.e., Strategic Performance Management, Process Improvement)
- Drives continuous improvement in organizational processes and services, using quality improvement processes and assessment tools to better identify and serve customer needs.
- Provides assistance and is a resource to executive leadership, departments and divisions in identifying, planning, and implementing performance improvements.
- Utilizes defined tracking systems for monitoring the progress of projects, activities and actions plans.
- Provides management with project status and action plan reviews, feedback and appropriate reports.
- Identifies and works to remove barriers that slow or prevent the successful attainment of process yield, cycle time, defect reduction and cost goals.
- Serves in a consultative capacity with staff members of departments under the BCC for the development of their performance improvement requirements.
- Drives implementation of the BCC Strategic Plan, including performance measures and creating appropriate manuals and documents for these purposes.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge, understanding, and application of performance improvement processes, systems, and techniques such as Lean and Six Sigma.

STRATEGIC PERFORMANCE MANAGEMENT ANALYST (continued)

Job Code	Pay Grade
02346	P1

Knowledge, Skills, and Abilities (continue)

- Knowledge of computer software applications such as Microsoft Office applications for financial evaluation and data manipulation, and specialty software (i.e. Oracle Business Intelligence Enterprise Edition) as it applies to performance measurement and management and other special county programs requiring updating and progress tracking.
- Knowledge, understanding, and application of principles and practices of Performance Measurement/Management.
- Knowledge, understanding, and application of strategic planning methods, management, and practices.
- Skill demonstrating leadership on assigned special projects and other complex assignments.
- Skill translating vision into strategies with clear objectives and practical action plans providing clear guidelines for meeting goals.
- Skill exercising considerable initiative, fostering collaboration and teamwork, and demonstrating creativity and innovation leading to improved work processes.
- Ability to communicate ideas, findings and recommendations in a clear, concise manner both verbally and in writing.
- Ability to relate to and address others in a public forum in a clear and concise manner.
- Ability to research and assimilate data from various detailed record sources for the development of analyses and reports.
- Ability to establish and maintain effective working relationships with officials and employees in county departments.
- Ability to lead others in team efforts towards common objectives.
- Ability to analyze trends from detailed records and factual materials.

For official use only

Created	EEOC Code	Overtime Code
7/15	Professionals	Exempt