



Strategic Performance Management Analyst

Category: Exempt
Pay Grade: E22
Job Code: 02346

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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; works with multi-functional teams and leadership to develop, execute, and complete selected improvement projects; provides 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- Addresses others in a public forum in a clear, effective, and concise manner;
- Researches and assimilates data from various detailed record sources for the development of analyses and reports;
- Analyzes trends from detailed records and factual materials;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree and two (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.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

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

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.