

SENIOR PERFORMANCE ANALYST

Classified Unclassified

New Revised

DEFINITION

Under the general supervision of the Senior Performance Manager or designee, the incumbent is responsible for assisting agencies and departments with strategic planning and performance management programs. The Senior Performance Analyst collaborates with the agencies on the creation of key performance indicators, fiscal and procedural matters. Also, to identify and support the achievement of their key performance indicators that will be utilized in the Territory's Performance/Priority-Based Budgeting (PBB). This position requires a confidential relationship to the policy/maker.

DUTIES (NOT ALL INCLUSIVE)

Evaluates the independent functions and effectiveness of each agency/organization's processes.

Creates, where necessary, an analysis of key performance indicators of assigned agencies and departments.

Produces strategic plans, goals, and evaluations for assigned agencies and departments.

Conducts and coordinates the planning, implementation and corresponding training for the development and evaluation of key performance indicators used in PBB for departments within the Government of the Virgin Islands (GVI).

Collaborates with Senior Budget Analysts on the formulation of short and long range effective budget and performance plans, goals, and objectives.

Formulates, plans, and implements analytical studies of programs and the developmental aspects of new programs and initiatives.

Employs both qualitative and quantitative techniques in evaluations, reviews, and instruction.

Develops, maintains, and updates database of performance metrics and patterns for use in the budget process for each agency.

Applies the testing of outcomes, quality improvement and methodologies for post-performance analysis.

Assists in the preparation of monthly and quarterly Performance Reports.

Conducts site visits to the agencies to develop relationships, conduct meetings, trainings and on-going support.

Drives performance and mission accomplishments for agency-specific best practices.

Tracks progress against targets; deliver timely status reports.
Prepares written and visual presentations for the Senior Performance Manager and Director as requested.

Performs other related duties.

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the general structure of the Government of the Virgin Islands, specifically the central Government agencies.

Knowledge of various strategic planning and performance approaches and best practices.

Knowledge of principals related to performance/priority budgeting.

Knowledge of the methods and techniques of preparing diagrams and presentations to aide agencies in strategic planning and performance enhancement.

Knowledge of principles and practices of capital and operating budget formulation, presentation and evaluation.

Knowledge of the budget and legislative process.

Knowledge of database design, data processing, data management, and data analysis.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), e-business strategies and enhanced financial reporting techniques to improve business performance.

Strong oral and written communication skills.

Strong problem solving and team building skills.

Ability to command of strategic planning and project management tools and strategies.

Ability to effectively network with stakeholders internally and externally.

FACTOR 2- SUPERVISORY CONTROL

The employee in this position works independently under the guidance of the Senior Performance Manager. The Analyst is expected to exercise initiative and sound judgment in the completion and organization of their assigned tasks. Feedback and updates are expected to be shared with the Senior Performance Manager at regular intervals established by the Manager.

FACTOR 3- GUIDELINES

Guidelines include general standards and directives, as established within the industry and OMB.

FACTOR 4- COMPLEXITY

The incumbent is expected to exercise judgment and independence within the major duty areas.

The incumbent is responsible for assisting the agencies in the transition to performance/priority-based budgeting through the development and application of key performance indicators.

FACTOR 5- SCOPE AND EFFECT

The purpose of the work is to assist agencies and departments to develop their performance management indicators and implement performance/priority-based budgeting.

FACTOR 6- PERSONAL CONTACTS

Contacts are made with coworkers and assigned agency leadership and staff.

FACTOR 7- PURPOSE OF CONTACTS

To obtain or supply information regarding performance initiatives and implementation of performance/priority-based budgeting.

FACTOR 8- PHYSICAL DEMANDS

Work is primarily sedentary. The physical demands are typical of an office job.

FACTOR 9- WORK ENVIRONMENT

Work is performed in an office setting but does require offsite visits to agencies and departments.

MINIMUM QUALIFICATIONS

Bachelor's degree preferably in Public or Business Administration, Accounting, Finance, or a related field from an accredited college or university, and at least three (3) years professional experience in Performance Management, Strategic Planning, Process Improvement, Project Management, Analytics or a related field.