

## **EAST BAY REGIONAL PARK DISTRICT**

### **REVENUE ANALYST I/II**

#### **GENERAL FUNCTION:**

Under general supervision, the Revenue Analyst performs professional-level administrative tasks connected with the District's revenue production functions.

#### **CLASS CHARACTERISTICS:**

REVENUE ANALYST I is the entry level class of this series. Initially under close supervision, incumbents monitor daily and monthly revenue reports, administer the park residence program, and oversee special use agreements. As knowledge of the District's revenue production functions increase, greater independence is exercised. Position is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Positions will be funded at the Revenue Analyst II level, incumbents at the I level may be promoted to the higher level noncompetitively after meeting the qualification requirements, demonstrating satisfactory performance at the I level, and demonstrating sufficient knowledge of the District's revenue production functions and the ability to perform at the higher level.

Revenue Analyst II is the advanced journey level of this series. This class is distinguished from the Revenue Analyst I level of this series by the complexity of duties performed and the degree of independence to make decisions in non-routine circumstances.

#### **ESSENTIAL FUNCTIONS:**

Assists the Revenue Manager with income tracking, compiling fiscal and narrative data, and writing related reports and analyses. Performs day-to-day monitoring of daily revenue reports; coordinates District's park residence program and manages special use, smaller concession contracts (pony rides, train rides, merry-go-round, etc.), and vending agreements. On major revenue areas, assists the Revenue Manager in these same monitoring and coordinating activities; for example, assists with the major concession contracts, such as golf courses, water slides, etc. Tracks income from parking kiosks, swim kiosks, and seasonal concessions, as well as, conducts quality review activities. Distributes names from seasonal hiring lists to Park Supervisors.

#### **OTHER FUNCTIONS AND DUTIES:**

Makes related policy recommendations for the review of the Revenue Manager. Prepares and presents material to the Board Operations Committee, and prepares Board material and resolutions. Conducts employee trainings for kiosk employees. Works on special events; acts for Revenue Manager when absent. Performs related duties as assigned.

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REVENUE ANALYST I/II JOB DESCRIPTION  
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MINIMUM QUALIFICATIONS:

Revenue Analyst I:

- Education: A Bachelor's Degree from an accredited college or university in an area adjudged to provide the base related analytical skills; and
- Experience: One year experience performing professional-level administrative, analytical, or business tasks.
- Substitution: Acceptable education (or experience) may substitute on a year-for-year basis for up to one year of the required experience (or education).

Revenue Analyst II:

- Education: Four year degree from an accredited college or university in an area adjudged to provide the base related analytical skills; and
- Experience: Five years experience performing professional-level administrative, analytical, or business tasks.
- Substitution: Acceptable education (or experience) may substitute on a year-for-year basis for up to one year of the required experience (or education).

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of various computer software programs. Ability to research and write analytical and administrative documents, including both narrative and statistical documents, at the professional level. Ability to plan and organize analysis and monitoring activities. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Revenue Manager

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/23/03:  
Revenue Analyst I: \$4,179.50 - \$4,545.13  
Revenue Analyst II: \$4,515.88 - \$4,956.25  
Replaces "Revenue Analyst I and Revenue Analyst II", Adopted by Board: April 20, 1982  
Revision Approved by General Manager: December 18, 2003