



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**DEVELOPMENT ANALYST**

Classification Specification  
(Classified)

**JOB SUMMARY**

The Development Analyst works under the direction of the Director of Planning and Community Development and/or designee. Under general direction, conducts professional level research and analysis in a variety of areas, prepares written and oral reports, and does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Development Analyst. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Tracking and analyzing all manner of data to support reporting duties.
- Prepares regular status reports for the Director expenditures, revenues, and key performance indicators.
- Prepares regular reports on behalf of the Director for the City Manager and other City leaders related to development and basic economic trends, and state legislation that might be useful in development of budgets.
- Administers contracts for the development, ensuring budgets, terms, renewals, and ensure requisitions for purchase orders are intact.
- Gather data and submit reports on the General Plan, Housing Element, and other topics to various state agencies as required annually.
- Assist staff or consultant in preparation of grant applications.
- Works effectively with other city departments, the general public and community agencies.
- Attends professional development workshops and conferences to maintain current knowledge of trends and developments in the field of municipal planning.
- Serves, when assigned, as a member of a planning task force composed of local, county or state groups.
- Assists other staff members as needed.
- Perform other job-related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, & Experience**

- Bachelor's degree and five years of recent government, including at least one year of data analysis experience; **OR**
- Master's degree in a field with a focus on data analytics and two years of recent government, including at least one year of data analysis experience.

### Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

### Knowledge, Skills, and Abilities

- Knowledge of principles, procedures, standards, practices, information sources and trends as it applies at the municipal level.
- Knowledge of methods and principles of basic statistical analysis.
- Knowledge of municipal governmental operations.
- Ability to collect and organize data on operations, trends and performance.
- Ability to prepare reports and make recommendations based on data.
- Ability to track and review California legislation related to planning, housing, and code enforcement.
- Ability to keep organized files for contacts, grants and data analysis.
- Ability to make coherent presentations to the Director and staff.
- Ability to provide written directions to staff on compliance.
- Ability to work effectively independently or in a team environment.
- Ability to establish and maintain effective working relationships with employees, city officials.
- Ability to communicate effectively, orally and in writing with staff at all levels.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

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