



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FINANCIAL ANALYSTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Financial Analysts-B	C2051B	60	
Financial Analysts-O	C2051O	65	
Financial Analysts-A	C2051A	70	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Conduct quantitative analyses of information affecting investment programs of public or private institutions.

Nature of Work

Financial analysts provide guidance to businesses and individuals making investment decisions. Financial analysts assess the performance of stocks, bonds, commodities, and other types of investments. They work for banks, insurance companies, mutual and pension funds, securities firms, the business media, and other businesses, making investment decisions or recommendations. Financial analysts study company financial statements and analyze commodity prices, sales, costs, expenses, and tax rates to determine a company's value by projecting its future earnings. They often meet with company officials to gain a better insight into the firms' prospects and management.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standardized duties in support of Financial Analysts who handle investment programs.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Accounting, Finance or Business Administration and two (2) years of experience in accounting, finance, economics and/or statistical analysis.

Minimum Qualifications

Associate's Degree in Accounting, Finance or Business Administration and two (2) years of experience in accounting, finance, economics and/or statistical analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

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Operational

- Employees in this Role independently review and analyze specialized data affecting investment programs of public or private institutions.
- Employees are responsible for performing cash and securities management functions for a state investment fund, negotiate and conduct investment transactions.
- Employees participate in highly advanced and specialized accounting and auditing functions.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of experience in accounting, finance, economics and/or statistical analysis.

Minimum Qualifications

Bachelor's Degree in Accounting, Finance or Business Administration and two (2) years of experience in accounting, finance, economics and/or statistical analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Advanced

- Employees in this Role negotiate and conduct investment transactions.
- Performs highly responsible technical work involving formulation and direction of an overall investment program.
- Performs full range of program, policy and budget analysis.
- Conducts studies involving budgeting, management, organization, and related administrative problems for the most complex agencies having multiple funding sources, many diverse programs, and a high level of sensitivity/visibility.
- Serves as specialist/staff advisor in the evaluation of data processing plans, personnel management services, economic forecasting and budget analysis.
- Exercises considerable discretion in approval/disapproval of securities registration.
- May perform comprehensive fiscal analysis for local governments.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Accounting, Finance or Business Administration and six (6) years of experience in accounting, finance, economics and/or statistical analysis.

Minimum Qualifications

Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of experience in accounting, finance, economics and/or statistical analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

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English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Mathematics — Using mathematics to solve problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.