



April 2019
FLSA: I: Non-Exempt
II- Exempt

MANAGEMENT ANALYST I-II

DEFINITION

Under general supervision or direction, provides responsible analytical duties and complex staff support to a City department; coordinates, oversees, and participates in assigned administrative service areas, programs, and/or functions within assigned department; provides supervision and training to assigned staff; participates in policy development and strategic planning; develops, summarizes, and maintains administrative and fiscal records; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Exercises general supervision over professional, technical, and/or administrative staff.

Management Analyst I: Receives general supervision from assigned supervisory or management personnel.

Management Analyst II: Receives general direction from assigned supervisory or management personnel.

DISTINGUISHING CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under close supervision, incumbents learn City systems, operations, practices, and procedures. As experienced is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Management Analyst II: This is the journey-level classification in the Management Analyst series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Management Analyst class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties may be performed by positions at the entry (I) level in a learning capacity:

- Coordinates and performs professional-level work in assigned administrative service areas, programs, and/or functions, such as budget development, administration and analysis, financial analysis, and/or special staff projects for assigned department.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Participates in the development and administration of departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems; reviews and proposes modification of existing standards and procedures governing budget preparation; assists in the development of budget related ordinances and resolutions.
- Plans, oversees, and administers department-specific programs and projects; performs professional-level administrative work in such areas as budget development, financial administration and reporting, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Participates in the development, implementation, oversight and maintenance of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to ensure compliance with established standards, guidelines, and procedures.
- Serves as a liaison with employees, public, and private organizations, community groups, commissions and committees, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Assists in the development and reporting of alternate funding sources and ensures compliance with Federal, State, City, and funding agency and City accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Prepares and submits various City Council, commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of administrative and support services.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Attends various community meetings and events; represents City to residents in explaining City policies; provides outreach to the community.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field related to the area of assignment; researches emerging products and enhancements and their applicability to City needs.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge and abilities may be demonstrated by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and practices of municipal management and government.
- Project and/or program management, analytical processes, and report preparation techniques;

- municipal programs and other related governmental programs.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures including sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Public relations techniques.
- Principles and practices of contract negotiation, preparation, and evaluation; public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the department.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business, finance, public administration, accounting, or a closely related field.

Management Analyst I: One (1) year of experience performing duties related to budget analysis, management, and/or administration, preferably in a municipal or public agency setting.

Management Analyst II: Three (3) years of experience performing duties related to budget analysis, management, and/or administration, preferably in a municipal or public agency setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.