

MANAGEMENT ANALYST

DEFINITION

To provide responsible professional, administrative and technical assistance in the development, administration and implementation of City programs; to provide highly responsible analytical staff assistance including to conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services; to manage various projects; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Management Analyst class. Incumbents initially perform the more routine duties assigned to positions in this class and work under general supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned management position.

May exercise direct supervision over administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the development, administration and implementation of City programs; assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.

Assist in the development of new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program areas; and, perform analytical work and maintain appropriate records and statistics.

Provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.

Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions; and, manage, direct and coordinate special projects and programs as assigned.

Assist in the preparation of the budget; make budget recommendations relative to assigned program areas of responsibility; coordinate and compile budget recommendations prepared by other staff; research past expenditures; and, project future expenditures.

Monitor the budget on a daily basis; review purchase requisition and ensure funds are available and that request is authorized; manage and analyze multiple Federal, State and local funding sources.

Prepare grant proposals; monitor active grants to ensure that stipulations and regulations regarding the use of funds are met; and, maintain appropriate records.

Prepare and administer contracts and memorandums of understandings; participate in and assist with coordinating or facilitate internal department and City-wide committees and staff meetings; and, coordinate training and volunteer activities.

Provide City Manager with support for functions related to state and federal legislative advocacy, and county or regional wide issues including surveys, studies, coordination and related functions.

Represent department, division, and City on committees, outside organizations and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies

Plan, coordinate and implement community events; coordinate neighborhood association and other community and volunteer meetings, forums and related activities; staff various committees established by the City Council; prepare agendas and minutes; and, assist with research and other support as needed.

Participate in office management functions; conduct surveys and perform research and statistical analyses; prepare related reports including staff reports; and, compile materials and assist in the preparation of reports, manuals and publications.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Methods and techniques of statistical and fiscal analysis and report writing.

Principles and practices of advanced business office management and administration.

Equipment used in modern offices including computers and software.

Principles and practices of good customer service.

Methods and techniques of project management.

Principles and practices of good team building and team leadership.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Ability to:

Organize, plan, schedule and implement operations; conduct analytical and administrative projects related to area of assignment.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and apply administrative and departmental policies, laws and rules; analyze situations carefully and adopt an appropriate, effective course of action.

Perform a wide variety of analytical duties with little or minimal supervision; analyze situations accurately and develop effective courses of action.

Effectively administer assigned programmatic responsibilities; prepare complex reports; prepare and administer a program budget; evaluate and develop, procedures and policies.

Exercise initiative and independent, astute judgment in sensitive situations; interview, investigate, problem solve and negotiate.

Supervise management studies; manage contracts; develop and track budgets; make public presentations; and, manage meetings effectively.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible professional level experience in public administration.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

ESTABLISHED: MAY 2015

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