



CLASSIFICATION SPECIFICATION MANAGEMENT ANALYST

JOB SUMMARY:

Under general supervision, the Management Analyst performs moderately complex analytical and administrative duties including budget/financial analysis, program/organizational analysis, project management, legislative analysis and development, and asset control and contract administration for an assigned department or division, and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Management Analyst performs research, administrative, operational, financial, and analytical duties in support of an assigned department or division. This class differs from a Management Assistant in that the incumbent performs more complex analytical work and assists higher level management with various management tasks and projects covering a range of issues.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Participates in budget development and expenditures for a department or division; prepares reports and analyses related to the impact of budgetary decisions; prepares financial forecasts; and tracks and monitors budget expenditures.
- Analyzes and evaluates departmental objectives, programs, and organizational structure; performs complex research, analysis, and surveys of new programs, services, and policies and makes recommendations; and coordinates, implements, and monitors special projects pertaining to the assigned area of responsibility.
- Researches contract services and supply needs; develops and negotiates contract terms; and monitors contract compliance and mediates user/provider complaints.
- Administers and maintains the operation and support of various systems, and assists with troubleshooting problems.
- Prepares and presents reports to the City Council, City Manager, and various boards, committees, and citizen groups at the request of the Department Head and/or Executive Team, and acts as a liaison to the public, City departments, City Council, commissions, organizations, and community groups.
- May supervise, train, and evaluate the work of technical and support staff as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Office administrative practices and procedures; City department policies and procedures; applicable federal, state, and local laws, rules, and regulations pertaining to area of assignment; and operational characteristics, services, and activities of assigned program area.
- Principles and practices of public administration including the organization and operation of municipal government; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

Skills/Abilities:

- Correctly interpret and apply general provisions and regulations related to assigned area in order to analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations to management.
- Prepare clear and concise technical, administrative, and financial reports including accurate tables, schedules, summaries, and other materials in statistical and narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and manage and negotiate contracts and agreements.
- Make decisions independently and serve as the subject matter expert in one or more areas; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- Three years of increasingly responsible analytical experience, preferably in a government setting.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 15, 2017