

## **SENIOR MANAGEMENT ANALYST**

### **DEFINITION**

To plan, organize, review and participate in the performance of professional administrative support and analysis for a department, division or program; to perform complex analytical duties related to administrative assignments, budget, contract administration, grant administration, process improvement, legislative monitoring, and regulatory compliance.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by management personnel. May exercise technical and functional supervision over lower level professional and direct supervision over technical and administrative support personnel.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the greater level of responsibility assumed, complexity of duties assigned, independence of action taken and by the nature, scope and impact of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing indirect and direct supervision over assigned personnel and perform complex professional analytical work in support of internal and external customers.

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

#### **Essential**

Plan, prioritize, review and participate in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets.

Develop new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program area; evaluate and perform complex analytical work; and, maintain appropriate records and statistics.

Research and analyze pending legislation; identify impact to department programs and activities and develop recommendations for changes in City program, policies, and procedures in response to legislation.

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

Respond to the most difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.

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Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.

Revise and develop fees; negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Development and analyze departmental policies, procedures and systems; recommend goals and objectives.

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

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

Consult with department(s) management on difficult, complex issues regarding interpretation of rules, planning, personnel, fiscal, operations, or other issues or problems; review, research and prepare alternatives and recommendations; and, assist departments in implementation of changes.

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

Coordinate with departments regarding various City Council agenda items, including departmental proposals; and, review and evaluate staff reports and make recommendations.

Conduct difficult and complex productivity and efficiency studies, performance audits, management reviews and administrative analyses of organization systems and procedures; manage, direct and coordinate special projects and programs; and, prepare recommendations and reports.

Receive, research, and respond to questions from outside agencies, other City departments and the general public.

Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.

Assist with the selection and management of consultants and contractors.

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

May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; and work with employees to improve performance.

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Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.

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

Important

Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Principles and practices of public administration, organizational structure and development.

Methods and techniques of advanced statistical and fiscal analysis.

Principles and practices of advanced project management and work flow analysis.

Principles and practices of leadership, motivation, team building and conflict resolution.

Techniques and principles of effective interpersonal communication.

Principles and practices of budget preparation, analysis and administration.

Mathematical principles.

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

Programs, processes and structure of assigned department.

State and Federal legislative and regulatory processes.

Principles and practices of grant administration.

Statistical and graphical presentation methods.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures and grant proposal development.

Ability to:

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

Interpret and apply administrative and departmental policies, laws and complex rules and procedures accurately and adopt appropriate, effective courses of action.

Perform a wide variety of analytical duties with minimal supervision and analyze or diagnose difficult and complex situations and appropriate resolutions.

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

Demonstrate political acumen; deal positively with confrontation and controversial issues; facilitate community participatory decision making to resolution.

Research, analyze and resolve technical administrative issues.

Independently perform professional analytical work in support of assigned department and programs.

Identify, research, and respond to questions from other City departments, outside agencies and the public.

Prepare and present technical reports, requests for proposal, contracts and agreements.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze financial data, fiscal and actuarial reports.

Effectively interact with the new media, as assigned.

Conduct, prepare and present special studies related to assigned operations.

Work with and maintain the confidentiality of information.

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

Communicate clearly and concisely, both orally and in writing.

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

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience performing duties similar to that of a Management Analyst with the City of San Pablo.

Education:

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

License or Certificate:

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

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying ledgers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs or less, eye-hand coordination, eye-hand-foot coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing, and math skills; forming, analyzing, compiling, computing, copying, comparing, speaking-signaling, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction; may supervise others.

**WORK ENVIRONMENT:**

Work is performed indoors, using a computer and other office equipment; working alone; working around or with others.