

MANAGEMENT ANALYST

DEFINITION

To independently perform professional administrative support and analysis for a department, division or program; to perform research, statistical, and other analytical work; and to fulfill a variety of administrative assignments in functional areas such as budget, fiscal analysis, 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 journey level class in the Management Analyst series. Positions require experience comparable to the Management Assistant level. Appointment to the Management Analyst level requires the employee be performing the full range of duties for the class and meet the qualification standards for the class. A Management Analyst is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion.

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

Essential

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

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.

Research and analyze pending legislation and identify impact to department programs and activities.

Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures; receive, research, and respond to questions from outside agencies, other City departments and the general public.

Participate in the development and implementation of departmental strategic plans; track a variety of operational data ensuring goals are being met.

Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.

Revise and develop fees; coordinate with outside consultants regarding in depth fee studies.

Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.

Provide cost analysis related to labor negotiations.

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.

Research grant opportunities and prepare grant proposals; monitor and administer grants.

Assist with the selection and management of consultants and contractors; negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

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.

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.

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 organization and administration.

Principles and practices of budget preparation, analysis and administration.

Statistical and graphical presentation methods.

Mathematical principles.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures and grant proposal development.

Programs, processes and structure of assigned department.

Principles and practices of municipal budget development and administration.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles and practices of grant administration.

Principles of project management.

Principles and practices of supervision.

Principles and practices of marketing, community outreach and public information.

Modern office procedures, methods and computer equipment.

Ability to:

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.

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

Supervise, train and evaluate assigned staff.

Research, analyze and resolve technical administrative issues.

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 Assistant 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.