



MANAGEMENT ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, provides professional technical, administrative, program, and project support to a City department; plans, develops, and carries out programmatic responsibilities related to the department or program to which assigned; analyzes practices and procedures and makes recommendations for administrative and operational improvements; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned. The Management Analyst classification is flexibly staffed with the fully-qualified Senior Management Analyst classification.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Management Analyst series. Initially, incumbents learn to apply analytical concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the incumbent and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes. This class is distinguished from the Senior Management Analyst level by the performance of more routine professional tasks and analytical work in support of a department or City programs. Flexing between the classifications is not automatic or guaranteed.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from assigned management staff. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a variety of professional-level research, administrative, operational, financial, and analytical duties in support of projects, programs, and activities.
- Conducts assessments of new and existing programs and special projects; researches and analyzes data and impact to determine feasibility, resolve problems, and increase efficiency; participates in program and project implementation and monitoring of activities.
- Conducts a variety of analytical and operational studies by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluates alternatives, makes preliminary recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and

justifies recommendations.

- Drafts and reviews sections of administrative, management, operational, staff, legal, regulatory, and financial reports.
- Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Assists in developing, implementing, and managing assigned programs and projects in support of departmental operations; monitors program performance; recommends and, after approval, implements modifications to systems and procedures.
- Serves as a liaison and represents the department to other City departments; analyzes, interprets, and explains departmental and programmatic policies and procedures to various stakeholders.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, and innovations in area(s) of assignment; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in federal, state, and local regulations, analyzes impact, and develops preliminary recommendations for policy and procedural changes.
- Participates on a variety of interdisciplinary committees.
- Receives and responds to citizen inquiries.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Prepares monthly/ progress payments and related reports for operations contracts; documents change in construction/ maintenance projects; reviews and evaluates justifications for change orders; prepares and processes contract change orders.
- Composes and presents comprehensive, concise and effective oral and written reports, communications and presentations; reviews and evaluates forms and manuals and recommends changes
- Under direction of the Senior Management Analyst, participates in the preparation and maintenance of necessary information systems records and reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag, and push files, paper, and

documents weighing up to 25 pounds is required. The incumbent must occasionally work outside in varying weather conditions to perform inspections and field meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A combination of education and experience that has provided the applicant with the knowledge, skills, and abilities necessary for a Management Analyst, typically the equivalent of three years of progressively responsible administrative experience. The equivalent to a Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, or a closely related field, is highly desirable.

License/Certificate:

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

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; principles and practices of contract development and administration; computerized contract tracking systems and maintenance management database systems; research and reporting methods, techniques, and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of budget development and implementation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational, and organizational problems; develop and administer a wide variety of contracts; monitor and audit assigned contracts to assure equity, efficiency and integrity; work cooperatively with all departments and outside agencies; work with other employees, supervisors and managers to move concepts, projects and work assignments toward successful completion in a timely manner; assist in the development and administration of CIP and other budgets; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of fiscal, statistical, and administrative reports in an effective manner; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

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AFSCME ADMINISTRATIVE UNIT
NON-EXEMPT
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