



June 2023  
FLSA: Exempt

## MANAGEMENT ANALYST

### **DEFINITION**

Under direction, performs a variety of complex professional administrative and analytical work in support of department operations, programs, and projects including budget development, contract administration, and/or program analysis; researches and analyzes department operations, processes, and procedures and makes recommendations for improvements; plans, schedules, assigns, supervises, reviews, and participates in the work of office and administrative support staff; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel. Exercises direct supervision over assigned office and administrative support staff.

### **CLASS CHARACTERISTICS**

This is the fully qualified journey-level classification in the management analyst series. Positions at this level perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Management Analyst in that the latter plans and manages assigned programs, projects, service contracts, and/or franchise agreements that have citywide impact.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, supervises, and reviews the work of office and administrative support staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; trains staff in work processes and procedures and implements training procedures and standards.
- Assists in developing and standardizing office procedures and methods to continuously monitor the efficiency and effectiveness of services provided; identifies, recommends, and implements improvements in workflow, procedures, and use of resources, systems, and forms.
- Coordinates the department budget process; communicates budget schedules and deadlines; conducts meetings with management to evaluate revenue and expenditure requests and keep all parties apprised of issues, challenges, and resolution thereof.
- Develops and administers annual department budgets; prepares preliminary budget estimates by forecasting revenues and operating expenditures; monitors revenues and expenditures; identifies, recommends, and makes budget adjustments; prepares budget reports, analyses, and documents; reviews departmental budget submittals for completeness, accuracy, the appropriate use and allocation of funds, and adherence to City policies.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates and administers contracts; ensures all contractual obligations are met.

- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives and makes recommendations; participates in the development and measurement of industry benchmarks and best practices; discusses, consults with, and advises staff and management on recommendations; assists with the implementation of policy, procedural, administrative, and/or operational changes after approval; reviews and evaluates implemented changes.
- Researches, collects, compiles, and analyzes information from various sources related to financial, budgetary, department operations/programs, and/or administrative issues or questions.
- Independently writes content for administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of findings and recommendations for management and City Council; develops formats to facilitate clear understanding and interpretation of information and materials to be presented.
- Coordinates activities with those of other departments, depending upon the nature of the assigned area of responsibility.
- Represents assigned department in interdepartmental, community, and/or professional meetings.
- Prepares and presents reports to department management, the City Manager, and/or City Council.
- Attends meetings, conferences, workshops, and training sessions; stays abreast of new trends and innovations in assigned areas of responsibility; researches emerging products and enhancements and their applicability to department and/or City needs.
- Observes and complies with City and mandated health and safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of business and public administration as applied to assigned department.
- Administrative principles and practices, including goal setting, policy and procedure development, quality control, and work standards.
- Principles and practices of budget development and administration and contract administration.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Recent and on-going developments, current literature, and sources of information related to assigned areas of responsibility.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research, quantitative and qualitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.
- Principles and practices of filing systems and record keeping.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform responsible and difficult administrative analytical work involving the use of independent judgment and personal initiative.
- Conduct research, analyze, and implement various administrative activities such as budget development and reporting, grants and/or contract administration, compliance, and/or program analysis.
- Plan and conduct effective management, administrative, and operational studies; analyze, evaluate, and develop improvements in operations, procedures, policies, or methods.
- Perform quantitative and qualitative analyses, interpret, draw conclusions, and summarize and present information and data in an effective manner.
- Prepare clear, concise, and complete reports and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Make accurate mathematical and complex statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Effectively represent the department and the Sanitation District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, or a related field and two (2) years of increasingly responsible professional experience in administrative work involving finance, budgets, contracts, or other related functions.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.