

CLASS SPECIFICATION
Management Analyst

GENERAL PURPOSE

Under general supervision, performs responsible administrative, financial, statistical and other management analyses in support of City and departmental activities, functions and programs; recommends action and assists in formulating policy and procedure and in budget development and administration; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Management Analyst is the more advanced journey level classification in the Management Analyst series generally requiring little or no guidance. The incumbent may conduct specialized studies, research and provide support on various projects.

Management Analyst is distinguished from Senior Management Analyst by the level of responsibility assumed and the complexity of duties assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes and conducts complex administrative, management and program analyses relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; recommends implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.
2. Performs more difficult and responsible assignments in connection with preparation and management of budgets; with limited direction, develops financial plan projections and cash flow analyses; prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; drafts and recommends performance measures; drafts budget request reports and documents; prepares budget adjustment requests; maintains and updates spreadsheets for special funds.
3. Drafts or assists in drafting proposed contracts and agreements and a variety of other supporting documents; monitors contract performance and expenditures; approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; transmits contracts for required City approvals and execution; consults with the City Attorney's office on difficult contractual issues; administers assigned grant funds; compiles and drafts federal and state agency reports and documents; processes draw-downs of grant funds.

4. Conducts more advanced research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
5. Drafts a wide variety of materials on assigned issues, including reports, procedures, manuals, handouts, newsletters, flyers, communications memoranda, presentations, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; gathers data, maps and other supporting materials and develops recommendations, staff reports to City Council and a variety of other written materials; drafts, publishes and posts public notices.
6. Provides technical assistance to department or division staff by conducting research and drafting documents and materials for review; develops data collection tools, including surveys and questionnaires; analyzes program and operational data and develops recommendations to improve productivity and effectiveness; responds to requests for information from the public.

OTHER DUTIES

1. Performs a variety of department-specific program activities to accomplish work goals and objectives, including: using templates and data obtained from multiple sources; coordinating and making arrangements for community meetings, facilitating group discussions and answering a variety of technical and non-technical questions; administering assigned grant programs; recertifying participant eligibility under the City's rental rehabilitation programs; and other activities of equivalent scope and difficulty.
2. May provide work direction and guidance to office support staff.
3. Performs a variety of special projects as assigned.
4. Represents the City or department on committees and in a variety of meetings and other functions applicable to areas of responsibility; may attend and give testimony before the City Council.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, financial and procedural analysis.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
3. Principles, practices and methods of municipal budget development and management.
4. Basic principles, tools and techniques of project planning and management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

1. Analyze more advanced administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret complex data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative with limited guidance.
8. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in finance, public or business administration or a closely related field. A minimum of three years of progressively responsible professional experience performing administrative, operations, budgetary and similar analyses. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of management, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.