



## Position Description

### **MANAGEMENT ANALYST /**

#### **GENERAL PURPOSE**

Under general direction of a Department Head or designee, to perform responsible professional technical administrative duties in the provision of staff assistance to departments; to conduct financial and special studies, surveys and research assignments in a variety of administrative and operational procedures; may be responsible for oversight of programs, projects and/or financial and administrative sub-functions of the department; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

**Management Analyst** - This is the entry level position in the professional management series which can be assigned to various City operating departments. This class is distinguished from the Management Analyst II position by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Management Analyst II level. As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under close supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) exempt position.

**Management Analyst** - This is the full journey level class within the professional management series. This class is distinguished from the Management Analyst I by the assignment of the full range of professional duties in the assigned departmental functional area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the functional work area. Positions in this class are flexibly staffed and are normally filled by advancement from the Management Analyst I level. When filled from a competitive recruitment, the applicant should possess three (3) years of previous professional experience. Attainment of Master's Degree in Public Administration, a related field or other relevant professional certification or designation is desirable. This is a Fair Labor Standards Act (FLSA) exempt position.

#### **SUPERVISION RECEIVED**

Works under the general supervision of an assigned Department Head or other management staff member as designated by the Department Head.

## **SUPERVISION EXERCISED**

### **Management Analyst**

None generally. May exercise supervision over clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

### **Management Analyst**

May exercise supervision over technical and clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other city departments and outside agencies as needed.

Conducts surveys and performs research and statistical analyses; compile and analyze data; prepare summary reports; make recommendations based on information gathered. Designs financial forms, spreadsheets, and worksheets.

Analyzes City or departmental financial systems, practices, procedures, and ordinances; recommends, develops and implements improvements.

Provides professional advice to supervisor concerning management direction and oversight in assigned departmental area.

Participate in administering contracts including those related to capital improvement projects; monitor programs for compliance with applicable regulations.

Makes public presentations to supervisors, boards, commissions, civic groups and the general public as assigned; represents city and department at external activities.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.

Assist in the development, coordination and monitoring of the city and/or department budget; analyze costs; prepare a variety of fiscal, administrative and management reports. Corrects discrepancies in revenue and expenditure estimates.

Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production methods, fixed assets, inventory control, or cost analysis.

Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body.

Researches grant programs; prepares grant applications. Conducts operational effectiveness reviews and/or management audits to ensure functional or project systems are applied and functioning as designed and/or in compliance with established procedures.

Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

### **PERIPHERAL DUTIES**

Reports for work at any time in event of disaster or other emergency situation; Interviews individuals to obtain data or draft correspondence to answer inquiries.

May review purchase requisitions to insure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.

Reviews and keeps current on new laws and regulations affecting the organization.

Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attend seminars and workshops related to administrative duties and responsibilities.

Serves as a member of various employee committees.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

#### **Management Analyst**

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field,
- (B) No job experience required, however, one (1) year of related volunteer or internship experience is highly desirable.
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### **Management Analyst**

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field, and
- (B) Three (3) years of full-time administrative and analytical experience similar to Management Analyst I in the City of San Bruno;
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### **Necessary Knowledge Skills and Abilities:**

- (A) Working knowledge of: principles and practices of modern public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; principles and practices of government finance and enterprise fund finance, budgeting and accounting; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control; principles of modern personnel management, supervision and labor relations; working knowledge of functions in area of actual assignment (i.e., public works, human resources, finance)
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to: accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; communicate in English effectively verbally and in writing; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

### **SPECIAL REQUIREMENTS**

Ability to obtain and maintain a valid California drivers license.

### **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine; and vehicle.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

### **SELECTION GUIDELINES AND GENERAL INFORMATION**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revision History:

Resolution: