CLASS SPECIFICATION
Senior Management Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policy, procedure and legislative positions; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.05 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

Senior Management Analysts perform difficult and responsible analyses and studies on a wide range of management, administrative, equity, financial, facilities and other organization issues in support of the planning and execution of bureau mission, goals and objectives. Incumbents are expected to define and apply appropriate study methodologies and utilize sound analytical tools and techniques to achieve sound, reliable, fact-based conclusions and recommendations. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved.

Senior Management Analyst is distinguished from Management Analyst in that incumbents in the former class independently perform projects and analytical assignments that are more difficult and varied and require the application of a higher degree of independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, coordinates, organizes and conducts difficult administrative, management and legislative analysis studies 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 and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.

2. Leads, participates in and/or assists in bureau strategic analysis and planning processes and in monitoring progress in executing implementation action plans, tactics and supporting bureau goals

and objectives; convenes and facilitates committees and task forces; performs analytical assignments in conjunction with periodic updating and refinement of strategic objectives and action plans; prepares periodic reports and presentations on progress; drafts associated Charter, Code, legislative, policy and other documents and materials required for implementation; coordinates and oversees analytic and administrative support for these efforts.

3. Performs difficult and responsible assignments in developing and managing bureau or division budgets; develops financial plan projections and documents; prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; conducts cost analyses and other studies; develops and presents recommendations; drafts budget request reports and documents; prepares and/or reviews and processes purchase and contract requests, ensuring compliance with City and bureau standards and procedures.

4. Conducts research, analyzes data and prepares policy and procedure documents to address identified needs and issues; develops communications materials required for implementation.

5. Develops, presents and disseminates a wide variety of materials on assigned issues, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, briefing packets, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, option papers and a variety of other supporting materials.

6. Oversees the development of grant applications and administration of grants received; negotiates and manages interagency and intergovernmental agreements and contracts.

7. Performs a variety of bureau-specific program activities to accomplish work goals and objectives.

OTHER DUTIES

1. Designs and develops work group databases to support work functions and activities.

2. Coordinates desktop support and other information technology services for a small bureau or user group.

3. Oversees projects completed by outside consultants; monitors and reports on progress; ensure that deliverables meet bureau needs and contract requirements.

4. Attends and may participate on a variety of task forces and committees; represents bureau in intergovernmental and inter-bureau activities and initiatives.

5. May supervise a small number of staff engaged in support, technical, or analytical work.

6. Manages and performs a variety of difficult and responsible special projects as assigned.

7. May serve as an expert witness or bureau resource.

8. May manage and conduct outreach programs and activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, economic and procedural analysis.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
3. Principles, practices, methods and techniques of financial analysis and forecasting.
4. Principles, practices and methods of municipal budget development and management.
5. Financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management.
6. Basic principles and practices of strategic planning and analysis.
7. Basic principles, tools and techniques of project planning and management.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. City operations and functions and associated business and financial management issues and challenges.
10. Principles and practices of public outreach and involvement.

Ability to:

1. Analyze complex administrative, operational, economic, political and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret myriad 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. Present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences.
6. Ensure the maintenance of all required files, records and documentation.
7. Coordinate multiple, complex projects and meet critical deadlines.
8. Exercise independent judgment and initiative within established guidelines.

9. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, finance or a closely related field; and at least four years of progressively responsible professional experience in administrative, management, equity, intergovernmental, operations, budgetary and similar analyses; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required for some assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 11-17-08 Changed supervisory language under 'Other Duties' section to reflect a wider array of classifications supervised

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0952 SENIOR MANAGEMENT ANALYST. Adopted: 06-18-97
0828 SENIOR FINANCIAL ANALYST. Adopted: 07-01-92
0812 INTERGOVERNMENTAL PROGRAMS COORDINATOR. Adopted: 09-05-91; Revised: 07-01-92, 07-01-94
0531 ACCOUNTING SUPERVISOR II Adopted: 07-01-92
0968 PROGRAM MANAGER I. Adopted: 07-01-92

June 2009 - Change Job Class number from 7132 to 30000452, due to system change.
March 2014 – Updated language to include equity