

**CLASS SPECIFICATION**  
**Principal Management Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, performs highly complex and responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs; provides sound, expert professional recommendations for action and significant assistance in formulating policy, procedure and legislative positions; facilitates and provides expert support to bureau strategic planning initiatives; and performs related duties as assigned.

**NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.**

**DISTINGUISHING CHARACTERISTICS**

Principal Management Analysts conduct and carry out highly complex analyses and studies on a wide range of management, administrative, 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, utilize sound analytical tools and techniques and apply accepted project planning and management practices on large-scale projects to ensure timely achievement of study goals and objectives. Incumbents are responsible for carrying out any required internal and/or community involvement functions to ensure that results meet bureau needs for acceptance and smooth implementation. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved.

Principal Management Analyst is distinguished from Senior Management Analyst in that incumbents in the former class are responsible for independently planning and carrying out projects and assignments of considerably greater breadth and complexity.

**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, organizes, coordinates, and conducts complex administrative or management 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

reports of study conclusions; develops implementation plans and assists in implementing policies and procedures.

2. Coordinates, serves as project leader and/or participates in long-range business, facilities and resource planning initiatives; as project leader, defines project goals and objectives, convenes appropriate task forces and committees, develops agendas and facilitates meetings, develops and manages the annual work program, develops and manages consultant contracts and monitors project status and progress; develops, recommends and participates in implementing financial and other strategies, assigned projects and programs, policies and systems to achieve short- and long-term bureau goals and objectives.
3. Participates in the analysis of proposed legislation and regulation; represents the City and bureau in industry and intergovernmental activities to influence legislative and regulatory change consistent with City and bureau interests and needs.
4. Leads and/or participates in bureau strategic analysis and planning processes and in monitoring progress in executing implementation action plans, tactics and supporting bureau goals and objectives; performs analytical assignments in conjunction with periodic updating and refinement of strategic objectives and action plans; prepares periodic reports and presentations on progress; coordinates providing analytic and administrative support to teams engaged in redesign of core work processes and other broad organizational change/quality initiatives; drafts associated Charter, Code, legislative, policy and other documents and materials required for implementation; works with other staff and stakeholders to resolve differences and build agreement.
5. Performs highly complex work in conducting specialized financial and revenue analyses; researches national practices and trends in development of new bureau-specific sources of revenue; evaluates a variety of associated community and administrative issues, ranging from community and political sensitivity to additional fees and charges, administrative and technology capabilities for implementation to forecasted resource requirements; prepares option papers; conducts cost benefit analyses and other studies; develops and presents recommendations and implementation action plans.
6. Develops, negotiates and manages interagency and intergovernmental agreements related to bureau finance, operations and capital projects.

#### **OTHER DUTIES**

1. May supervise and direct development and on-going management of a bureau capital improvement plan and long-range budget, including facilitating bureau-wide project evaluation and prioritization processes.
2. May plan and coordinate utility and power purchases; estimates power expenditures; formulates and implements complex price swap mechanisms and annual swap contract processes; tracks performance of swap contracts; coordinates preparation for utility rate cases on behalf of the bureau when required.
3. May supervise a small number of support staff.

4. Coordinates, manages and participates in special projects and assignments, both within a bureau and with other local and state agencies.
5. Represents the bureau in inter-agency, community and professional meetings and on regional and statewide industry committees.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced 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. Basic principles and common practices and vehicles for public agency financing.
6. Financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management.
7. Basic practices and procedures of enterprise and governmental accounting, including cost and project accounting and methods of financial control and reporting.
8. Basic principles and practices of strategic planning and analysis.
9. Basic principles, tools and techniques of project planning and management.
10. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
11. City operations and functions and associated business and financial management issues and challenges.

### **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 five years of progressively responsible professional experience in administrative, management, 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      Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):  
0812 INTERGOVERNMENTAL PROGRAM COORDINATOR. Adopted: 09-05-91; Revised:07-01-92, 07-01-94  
0832 PRINCIPAL FINANCIAL ANALYST. Adopted: 07-01-92  
0926 ADMINISTRATIVE SERVICES MANAGER. Adopted: 07-01-92  
0928 BUREAU ADMINISTRATIVE MANAGER. Adopted: 07-01-92  
0953 PRINCIPAL MANAGEMENT ANALYST. Adopted: 07-01-92  
June 2009 - Change Job Class number from 7133 to 30000453, due to system change.