

CLASS SPECIFICATION
Management Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs; recommends action and assists in formulating policy, procedure and legislative positions and in budget development and implementation; 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

Management Analysts independently perform responsible analytical work in support of bureau mission, goals and objectives. Assignments are typically received in broad outline form and incumbents are expected to act independently to develop required resources and information. Assigned projects may include statistical analysis, policy and procedure development, budget development, legislative analysis or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

Management Analyst is distinguished from Management Assistant in that incumbents in the former class independently perform more difficult and varied analytical work, on assignments having greater impact on bureau operations or City programs and the exercise of greater 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, organizes and conducts administrative, management, program 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 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. Performs difficult and responsible assignments in connection with preparation and management of bureau or division budgets; with direction, develops financial plan projections and documents;

prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; develops and presents recommendations; drafts budget request reports and documents; prepares budget adjustment requests.

3. Assists in drafting proposed contracts, including defining scope of work; tracks contract expenditures and approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; receives and reviews City contracts for proper documentation to ensure compliance with all City legal requirements and standards and transmits contracts for required City approvals and execution; consults with the City Attorney's office on difficult contractual issues.
4. Conducts 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, 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. Provides technical assistance to bureau 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.
7. Compiles materials, researches problems and complaints and responds to requests for information; supervises the preparation of bureau documents and materials for release in response to public records requests.

OTHER DUTIES

1. Performs a variety of bureau-specific program activities to accomplish work goals and objectives, including review and approval of street vacation requests in accordance with legal requirements, distribution of City-wide information in electronic format, review and editing of code amendments for content and format and similar types of program functions.
2. May act as the City's Elections Officer, ensuring that all state and City elections requirements are met; acts as liaison with the county and state elections divisions.
3. Coordinates and may participate in providing desktop support and other information technology services for a small bureau or user group.
4. Attends and may lead or participate on a variety of task forces and committees.
5. May provide work direction and guidance to office support staff.
6. Performs a variety of special projects as assigned.

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. Basic principles, tools and techniques of project planning and management.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of sound business communication.

Ability to:

1. Analyze administrative, operational, procedural organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret 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 within established guidelines.
8. 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 two years of progressively responsible professional experience in administrative, operations, budgetary and similar analyses; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Some work assignments may require a valid state driver's license.

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:

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

4332 RECREATION SUPERVISOR. Adopted: 07-01-92

0966 PROGRAM COORDINATOR. Adopted: 07-01-92

0827 FINANCIAL ANALYST. Adopted: 07-01-92

7492 COMMUNITY RELATIONS SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7131 to 30000451, due to system change.