



Senior Management Analyst

Summary

Perform a wide variety of complex and diverse advanced level administrative, financial, systems, statistical, human resources and other management analyses for an assigned department, division, or program; perform responsible professional assignments such as budget, contract administration, grant administration, legislative monitoring and regulatory compliance; and serve as advisor to the department's management team.

Class Characteristics

General direction is provided by an assigned manager or department director. Responsibilities may include the indirect and direct supervision of incumbents in the classification of Management Analyst I/II or other professional, technical and administrative support personnel.

This is the advanced journey level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the greater level of responsibility assumed, complexity of duties assigned, independence of action taken and by the nature, scope and impact of the public contact made. Incumbents perform the most difficult, complex and responsible types of duties assigned to classes within this series, which may include providing direct supervision over assigned personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, prioritize, and review the work of professional, technical and administrative support staff assigned to support daily operations of the department. May also either directly or indirectly supervise technical and/or administrative support staff and incumbents in the classification of Management Analyst I/II.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Plan, coordinate and/or conduct large and/or highly sensitive studies, analyses or projects and corresponding documentation and technical reports; make recommendations; prepare, edit and/or critically evaluate Council agenda reports prepared by department personnel.

Coordinate, facilitate, and oversee the preparation, development, monitoring and administration of department or division operating, multi-year and/or capital improvement budgets; develop and update fiscal projections for various departmental operating funds.

Provide highly responsible analytical assistance in the research, evaluation, and preparation of complex statistical, financial, demographic and operational data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area; maintain and track key quality measures for assigned department.

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Research and analyze pending legislation and/or regulations and identify impact to department programs and activities; develop recommendations for changes to City programs, policies, and procedures in response to legislation.

Serve as liaison between outside organizations and the City; provide professional guidance and interpretation of City policies and procedures.

Develop and implement departmental strategic plans.

Participate in or direct the conduct of rate studies; revise and develop fees; negotiate and administer contracts and leases; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Develop and analyze departmental policies, procedures and systems; recommend goals and objectives.

Prepare and submit regulatory reports.

Receive, research, and respond to the more complex and/or politically sensitive questions from outside agencies, other City departments and the general public.

Prepare and present staff reports and presentations at various venues including commissions, councils, boards, and other governmental meetings and professional, industry, and community groups; draft City Council documents; serve on various committees and task forces.

Research grant opportunities and prepare grant proposals; monitor and administer grants.

Select and manage consultants and contractors; develop and administer contracts.

Evaluate departmental, division and/or program operations and activities; measure performance; recommend improvements and modifications; prepare associated reports on operations and activities.

Represent departmental and City interests on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Perform difficult and complex analytical work, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Analyze systems, administrative and management practices and identify opportunities for improvement.

Research, analyze, resolve, and/or improve complex technical and administrative issues within assigned department.

Work with and maintain the confidentiality of information.

Independently perform the more complex professional analytical work in support of assigned department and programs.

Identify, research, and respond to complex and sensitive questions from other City departments, outside agencies and the public.

Prepare and present technical reports, requests for proposals, contracts and agreements.

Interpret, understand and apply City and department policies and procedures, local, state and federal regulations.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze and present financial data, fiscal and actuarial reports.

Conduct, prepare and present special studies related to assigned operations.

Train and provide project direction.

Supervise, train and evaluate assigned staff.

Utilize sound judgment to make decisions in the course of work.

Operate a personal computer with a working knowledge of analytical spreadsheets, word processing, and related business software and equipment including intermediate or better skill level of Microsoft products.

Apply innovation to problem solving and adapt to new and changing circumstances.

Provide leadership when necessary to affect departmental goals.

Apply principles of teamwork.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work including maintaining an environment of productive customer service.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk short distances; use a computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear in person and on a telephone. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision (for reading and working at a computer) and the ability to adjust focus. Employees typically work in an office environment where the noise level is moderate.

Qualifications

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of municipal budget development, analysis and administration.

Principles, practices and procedures of technical report writing and statistical and graphical presentation methods.

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Principles and procedures of financial record keeping and reporting.

Principles and practices of grant development and administration.

Programs, processes and structure of assigned department.

Principles of continuous process improvement and key quality measurement tracking.

Pertinent local, State and Federal laws, ordinances and rules and legislative and regulatory processes.

Principles of project and contract management.

Principles and practices of supervision.

Principles and practices of business writing.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration, Political Science, Finance, or in a closely related field is required. Graduate course work or a Master's degree in Public Administration, Business Administration, or closely related field is desirable.

Experience:

Four years of full-time progressive professional experience in public or business administration; preferably administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and managing an administrative activity including budget preparation responsibilities. Public sector experience is preferred.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 09/14/15

Resolution #: 2015-132-N.C.S; 2021-123 N.C.S.

Revised: 08/02/21; _____

Department: City-wide

FLSA Status: Exempt