

SENIOR MANAGEMENT ANALYST

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DEFINITION

Under general direction, provides highly responsible, specialized management assistance by planning and directing operations, comprehensive programs, studies, projects, and performs other related work as required.

DISTINGUISHING FEATURES

This is the advanced level class in the Management Analyst series. Positions allocated to this class work independently and exercise a high degree of responsibility for specialized research, analysis, and program administration. Incumbents provide administrative recommendations to executives and management that may be highly specialized in nature. The emphasis of the work and the specialization required will vary according to duty assignment. Work in the class is distinguished from that of lower classes by the highest level of assignment complexity, full independence with which an incumbent is expected to operate, by the full level of supervisory responsibilities the incumbent may assume, and by the degree of specialization required.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Manages comprehensive specialized functions, programs, projects, and/or studies.
2. Monitors and evaluates impact of specialized federal and state legislation and court rulings; develops or adjusts programs and procedures to ensure compliance.
3. Develops and implements programs, systems, procedures, and operating methods; develops and revises policies and procedures.
4. Plans and directs administrative programs and services specific to assigned department or division; recommends and implements improved methods and procedures.
5. Plans and directs major departmental functions, programs or activities involving comprehensive specialized administrative operations; may administer specific program areas.
6. Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from City departments; develops procedures, formulates recommendations and prepares reports and correspondence.
7. Coordinates contract arrangements with other agencies and private parties.
8. Assists Department Head in determining priorities, methods, standards, and work sequences necessary to achieve objectives.
9. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
10. Provides staff support to committees or commissions or individuals as assigned.
11. Assists in budget preparation and administration.
12. Administers processes and protocols of assigned department.
13. May supervise, train and evaluate assigned staff.

WORKING CONDITIONS:

- Office or police/fire station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent interaction with City departments, vendors/contractors, the general public, and/or citizens which may include responding to various inquiries, providing City or department information, and interacting with upset

customers, staff, and the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS:

- Operate a computer keyboard and office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.
- Occasional walking through service areas may be required depending on assignment.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in public or business administration or related field.

Experience: Five years of experience conducting administrative analysis, developing policies and procedures, and managing administrative programs and services, two years of which shall have been in the area of assigned specialization.

Knowledge

Knowledge of principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods, and general analytical procedures; principles, practices, functions and trends of assigned area of specialization.

Ability

Ability to effectively manage comprehensive specialized functions, projects and studies; administer major programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train, and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.