



**CLASS SPECIFICATION  
Management Analyst**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Management Administration	C42 – C44	Exempt

**CLASS SUMMARY:**

This class is the fourth level in a four-level Management Administration Series focused on advanced journey level responsibilities. Incumbents are involved with the highest-level analysis work associated, as assigned, with designated City management functions or programs.

**DISTINGUISHING CHARACTERISTICS:**

Positions assigned to this classification are responsible for more complex work products and more complex project management and/or program administration/oversight. As assigned, incumbents may supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Leads meetings with internal and external customers and stakeholders regarding projects or to address complaints and concerns escalated to a higher staff level.
- Prepares and administers contracts and consultant or franchise agreements, approves billing, ensures service levels and contractual/franchise expectations are met.
- Conducts comprehensive research, keeps abreast of changes in assigned field, performs complex, detailed analyses.
- Prepares and presents complex plans, programs, and technical reports including staff reports for the City Council or Commissions; coordinates/reviews/approves staff input into plans, programs and reports.
- Prepares and monitors budgets and related documents (such as grant funding applications, requirements, agreements, etc.); prepares and manages project schedules, oversees day-to-day program or staff activities.
- As assigned, supervises staff to includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.
- Exercise discretion in accessing confidential information such as information related to personnel matters, tax collections, and City Council confidential information.
- Assists in the development of standards, ordinances, regulations, policies and procedures; interprets same.
- Performs other duties of a similar nature and level as assigned.



## CLASS SPECIFICATION Management Analyst

### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to **Associate Engineer** functions may also be responsible for:

- Performing plan check as requested;
- Preparing annual Storm Water report;
- Preparing conditions of approval in land action services, as requested;
- Coordinating plan check services with City Surveyor, contract plan check engineers and City Traffic Engineer;
- Reviewing applications, maps, designs, drawings, improvement plans, specifications, cost estimates, and supporting documents;
- Coordinating engineering activities with other City departments;
- Processing encroachment permits and other permits for developments;
- Processing agreements including Subdivision Improvement Agreements with related bonds/ securities and Reimbursement Agreements; and
- Assisting at the front counter.

Positions assigned to **Associate Planner** functions may also be responsible for:

- Assisting with preparation of the General Plan and other specific plan documents;
- Researching, reviewing and analyzing environmental, social and economic data related to planning, land use and community development; and
- Meeting with the development community to review proposed projects.

Positions assigned to **Public Safety Analyst (Community Resources)** functions may also be responsible for:

- Conducting Public Safety assessment needs, identifying key opportunities, and recommending solutions that can be addressed through Public Safety initiatives;
- Assisting in the development, implementation and assessment of Public Safety projects.
- Negotiating, preparing and managing service contracts, including analyzing contract performance and project cash flows;
- Liaison for the City's community, assisting in the development and implementation of community outreach efforts;
- Assisting with the coordination and integration of projects, involving Police, Fire, Emergency Service, Code and other city department and/or community partners.
- Assisting with the formulation and development of the annual budget for Public Safety Division;
- Coordinates with other city departments, divisions and consultants to assist with Public Safety programs;
- Assisting with overall department support including staff report processing, department meetings/special events, and daily operations of the department.

Positions assigned to **Community Resources Analyst** functions may also be responsible for:

- Developing and executing recreation/senior programs with the community and at the Wellness Center;
- Initiating and executing contracts for instructors and services;



## CLASS SPECIFICATION Management Analyst

- Managing full and part-time staff at the Wellness Center;
- Managing the daily operations of the facility; and
- Working with nonprofit providers on health and social services for seniors.

Positions assigned to **Sr. Emergency Management Coordinator** functions may also be responsible for:

- Develops Emergency Operations Center (EOC) trainings and drills for city staff, CERT, and community groups;
- Manage EOC, including maintaining communication devices, equipment, supplies and service contracts;
- Develops and maintains relationships with other local emergency staff, utility companies, community groups, and local businesses.
- Conducts risk assessments related to local situations, events and weather that may have an impact on the welfare of residents and staff.
- Leads annual review of City's Emergency Operations Plan
- Manages existing and seeks new Emergency Management grants.
- Leads community outreach events related to Emergency Preparedness.

Positions assigned to **HR Analyst** functions may also be responsible for:

- Developing a comprehensive understanding of the business organization;
- Assisting the City Manager and Director in the strategy and future direction of the City in order to assess and communicate Human Resources and organizational development needs;
- Leading organizational assessment needs, identifying key opportunities, and recommending solutions that can be addressed through Human Resources;
- Embedding the processes, activities, and behaviors to foster the culture that will achieve the City's strategic focus;
- Developing and delivering training programs at all employee and managerial levels;
- Working with Information Technology and Finance to ensure comprehensive analytics that service to provide strategic analysis and trending information;
- Presenting and interpreting findings to various members of Human Resource customers and ability to adjust presentation materials to those various audiences;
- Conducting recruitments, screening and examination;
- Conducting classification reviews and compensation schedules (compensation analysis).

Positions assigned to **Management Analyst (Design and Development)** functions may also be responsible for:

- Coordinating department annual budget analysis, development and reporting via financial software;
- Coordinating Public Works Internship Program and National Public Works Week celebration;
- Creating department communication, promotion, and outreach: preparing presentations/articles/press releases, assisting homeowners and businesses, developing and updating department Webpages, and providing GORquest system administration;



## CLASS SPECIFICATION Management Analyst

- Updating Developer Engineer's Handbook, Public Works Strategic Plan, Self-Assessment Update; etc., as assigned; and
- Assisting with overall department support on agreements, requests for proposals, public process for Capital Improvement Projects, staff report processing, department meetings/special events, staff reward program, and counter support.

Positions assigned to **Senior Planner** functions may also be responsible for:

- Analyzing complex planning, zoning, and development issues and developing recommendations;
- Preparing and presenting a variety of oral reports and recommendations for projects at public and commission hearings;
- Meeting with developers, customer and other department representatives regarding proposed or contemplated projects; and
- Researching, reviewing, and analyzing complex environmental, social, and economic data related to planning, community development and land use activities.

Positions assigned to **Financial Services Analyst** functions may also be responsible for:

- Auditing and reconciling daily cash receipts to bank transactions, investment portfolios and accounts receivables and payables;
- Preparing cash flow analyses, revenue, expense, and fund balance forecasts;
- Oversight of accounts payables and accounts receivables;
- Coordinates with other department representatives and consultants to assist with complex financial analysis and research;
- Assisting with the formulation and development of the annual budget;
- Assisting in coordinating the annual audit and preparing of the annual CAFR; and
- Tracking/preparing/updating financial information (such as payroll, investments, warrants).

Positions assigned to **Senior Accountant** functions may also be responsible for:

- Posting, balancing and reconciling the general ledger including preparing/verifying journal entries;
- Purchasing, payroll, and associated report preparation and records, or oversight of same;
- Assisting in coordinating the annual audit and preparing of the annual CAFR;
- Auditing the general ledger; verifying financial statements and financial reports, or oversight of same; reconciling various subsidiary accounts;
- Administering and overseeing CIP and grant accounting;
- Assisting with the formulation and development of the annual budget; and
- Assisting the Finance Director as needed with financial analysis.

### **TRAINING AND EXPERIENCE:**

Bachelor's Degree and, as assigned, four (4) years experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



## CLASS SPECIFICATION Management Analyst

### **LICENSING/CERTIFICATIONS:**

- Some positions may require a valid Class C California Driver's License.
- Engineer In Training (EIT) certificate required within one year of hire for engineering assignments.
- FEMA Independent Study Certificates for: IS-100, IS-200, IS-700, and IS-800
- FEMA - Professional Development Series Certificate
- California Office of Emergency Services – Emergency Management Specialist Certificate

### **KNOWLEDGE IN:**

- Supervisory principles;
- Budgetary principles;
- Applicable local, state and federal laws, rules and regulations;
- Project management methods including leading cross-functional teams;
- Contract administration and performance monitoring;
- Program development, administration and evaluation principles;
- Research methods, statistical analysis, program analysis and report preparation;
- Organizational structure of the city and city services as they relate to area of assignment;
- Operating modern office equipment; and
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

Positions assigned to **Community Resources** also require knowledge of:

- Safety precautions and procedures for public recreation and senior activities;
- Principles and techniques of recreational, cultural and social programs and senior activities; and
- Public information and marketing strategies.

Positions assigned to **Engineering** also require knowledge of:

- Principles of civil engineering;
- Topographic and construction surveying;
- Methods and materials used in engineering construction; and
- Computer Aided Design (CAD) programs.

Positions assigned to **Management Analysts** also require knowledge of:

- Principles of change management;
- Principles of business process analysis and financial analysis; and
- Advanced financial modeling and forecasting techniques.

Positions assigned to **Planning** also require knowledge of:

- Principles of land use planning and development; and
- Demographic, environmental, social, economic and land use concepts.



## CLASS SPECIFICATION Management Analyst

Positions assigned to **Financial Services Analyst** and **Senior Accountant** also require knowledge of:

- Purchasing, payroll, and associated report preparation and records, or oversight of same;
- Preparation of audit requirements and the annual CAFR,
- Analyzing the general ledger; reviewing financial statements and financial reports, and managing and reconciling various subsidiary accounts;
- Assisting with the formulation and development of the annual budget; and
- Assisting the Finance Director as needed with complex financial analysis.

### **SKILL IN:**

- Advanced research and critical thinking;
- Analysis and problem-solving;
- Influencing the organization across multiple levels;
- Mathematical computations;
- Negotiation and conflict resolution;
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Preparing written reports of high complexity and keeping accurate records;
- Operating a computer and applicable software applications;
- Applying local, state and federal laws, rules and regulations;
- Customer service; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions. Some assignments may be characterized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.