



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

MANAGEMENT ANALYST I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide professional and analytical assistance in the administration and management of an assigned District program including, but not limited to, human resources and personnel functions, governmental relations, development of the District budget, business operations or labor relations; to conduct analyses of assigned program policies and procedures and make recommendations for improvement; and to perform a variety of analytical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Management Analyst I

This class is considered an experienced level. Positions at this level are initially expected to perform under close supervision, progressing to general supervision as knowledge of the unit's operating procedures is gained. Positions in this class have prior experience performing moderately complex analytical functions at a professional level. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Management Analyst II

This is the journey level class within the Management Analyst series. Employees at this level are distinguished from other levels within this classification by the performance of the full range of duties as assigned including the conduct of research and analysis on

diverse projects, research requiring considerable depth of knowledge and skills in a specialized area or development of the District budget. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or when filled from the outside, have considerable prior related experience. This class is distinguished from the Senior Management Analyst in that the latter is assigned analytical work of greater complexity and diversity requiring considerable breadth and depth of experience.

SUPERVISION RECEIVED AND EXERCISED

Management Analyst I

Receives general supervision from assigned supervisory or management personnel.

Management Analyst II

Receives direction from assigned supervisory or management personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Provide professional and analytical assistance in the administration and management of an assigned District program including, but not limited to, human resources and personnel functions, governmental relations, development of the District budget, business operations or labor relations.
2. Participate in formulating and implementing assigned program policies, goals, and procedures; identify outdated policies and procedures, determine analytical approach and obtain and analyze relevant data supporting new recommendations.
3. Provide short and long term planning objectives for assigned District program area; compile, analyze and interpret various technical data to project future operational and resource needs.
4. Represent the District and make presentations to various boards, commissions, committees, and outside agencies as necessary.
5. Coordinate budget activities within assigned Group; collect and review budget data submitted from staff; make budget recommendations relative to assigned areas of responsibility; prepare and present budget recommendations.

6. Perform complex analytical work in the development of the District budget; review budget submissions for accuracy and proper fund allocation; assist District budget coordinators in budget preparation to ensure integrity of the group's budget.
7. Develop and update budget instruction manual and supplemental information for distribution to all units; provide training procedures in budget preparation to various group staff.
8. Assist in the development of financial analyses to assess budgetary compliance with actual performance; prepare monthly or annual analysis of District overhead rates.
9. Provide technical assistance in the administration of human resources and personnel programs; develop testing instruments for recruiting purposes including oral, written, and performance examinations; respond to questions regarding selection processes.
10. Assist in the analysis and improvement of employment practices to ensure compliance with applicable laws and regulations; interpret and explain personnel rules and regulations; research, compile and analyze statistical information regarding recruitment procedures and other personnel practices.
11. Interpret and apply labor/employee relations contracts, regulations, disciplines, and grievances; provide assistance to management in their understanding and application of District labor rules and regulations; consult with managers regarding dispute resolutions; recommend cost effective bargaining strategies.
12. Analyze and evaluate critical and current legislation and determine possible effects upon the District; support and advocate appropriate legislation on behalf of District policy objectives.
13. Develop and implement new strategic outreach programs by providing information to local elected officials, businesses, minorities and other community leaders.
14. Provide assistance in analyzing District risk management policies; review accident reports for completeness and accuracy; confer with claimant and appropriate insurance companies for additional information; perform case reviews and update status.
15. May serve as project administrator for assigned analyses and auditing processes.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Management Analyst I

Knowledge of:

- Basic principles and practices of business management.
- Basic principles and practices of administrative, organizational, economic and procedural analysis.
- Basic principles and practices of accounting and auditing.
- Basic methods and techniques used to analyze business processes and recommend solutions for existing problems.
- Basic principles of budget preparation, analysis, forecasting, and control.
- Basic principles and procedures of financial record keeping and reporting.
- Methods and techniques used to collect and analyze data and prepare reports based on findings.
- Principles of business letter writing and basic report preparation.

Ability to:

- Learn the operations, policies and procedures of the District and assigned area.
- Learn to perform accounting, auditing, financial, and fiscal systems analysis.
- Learn to analyze journals, ledgers, reports, and related information and recommend improvements to financial record-keeping systems.
- Learn to assist in organizing and coordinating budget development processes.
- Assess existing programs, systems, and procedures and provide recommendations to improve service delivery.
- Learn pertinent Federal, State and local codes, laws, and regulations.
- Analyze and make recommendations for the solution of procedural and general management problems and program needs within assigned area.
- Prepare a variety of clear and concise administrative, financial, statistical, and analytical reports.
- Collect, interpret, and evaluate varied information and data.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible analytical experience equivalent to the Staff Analyst level.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, accounting, finance, or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case by case basis at the time of job posting.

Management Analyst II

In addition to the qualifications for Management Analyst I:

Knowledge of:

Principles and practices of business management.
Principles and practices of administrative, organizational, economic, and procedural analysis.
Principles and practices of accounting and auditing.
Mathematical principles and applications.
Principles and procedures of financial record keeping and reporting.
Methods and techniques used to analyze business processes and recommend solutions for existing problems.
Operations, policies, and procedures of the District and assigned area.
Principles of budget preparation, analysis, forecasting, and control.
Pertinent Federal, State, and local codes, laws, and regulations.

Ability to:

Proactively assess program area, recommend and implement modifications to existing programs, systems and procedures.
Perform accounting, auditing, financial, and fiscal systems analysis.
Analyze journals, ledgers, reports, and related information and recommend improvements to financial record-keeping systems.
Assist in organizing and coordinating budget development processes.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience equivalent to the level of Management Analyst I.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, accounting, finance, or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case by case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity for reading and interpreting financial data.