

MANAGEMENT ANALYST (UC)DEFINITION

Under direction, performs responsible professional administrative staff work, including development of the budget, to ensure efficient and effective internal systems operations of a large division or a department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Conducts research and analysis of operations, programs, processes and procedures including work flow organizational structure, revenue enhancement options, space utilization, equipment purchase/usage and staffing patterns; prepares reports and makes recommendations to management for appropriate action. Prepares, reviews and monitors divisional or departmental budget. Provides process control of paperwork for personnel related activities such as selection, training or separation. Assists with the development and/or revision of written procedures to clarify, describe or create department/division standards, policies and procedures. Reviews present and pending legislation related to departmental/divisional activities and determines its effect on department/division operations. Participates in various meetings both with City staff and the public and makes oral presentation. May research paperwork for personnel related activities such as selection, training and separation. Performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level class in the Management Analyst series. This class is distinguished from the entry level Management Aide by the difficulty, complexity and scope of the work performed, and by the degree of independent judgment exercised in performing job duties. This classification is distinguished from the advanced journey level class of Senior Management Analyst by being less complex and lacking supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of responsible governmental administrative experience and education equivalent to graduation from a four-year college or university with specialization in political science, public or business administration or closely related field; or any equivalent combination of education, training and experience providing the following:

Desirable knowledge, skills and abilities

Knowledge of: principles of public administration and government organization; municipal government operations, budgetary processes and controls and personnel procedures; research techniques, methods and procedures. Knowledge of standard business software applications is desirable.

Some knowledge of: computer applications in municipal government operations.

Ability to: assemble, organize, analyze, interpret and draw sound conclusions from factual information; develop and present research findings and communicate ideas concisely and effectively, both orally and in writing; write effective reports; establish and maintain effective working relationships with City employees and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Management Analyst is an analytical problem solver who enjoys seeking information and formulating sound recommendations. This well-organized self-starter is dedicated to quality service and develops and maintains effective working relationships within his or her department and with key contact personnel throughout the City.

Class title change from Administrative Assistant per Council Resolution No. 89-070,
effective 7-1-89

Approved: August 1992
Revised: June 2000
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