



CITY OF ORINDA

MANAGEMENT ANALYST I MANAGEMENT ANALYST II

DEFINITION

Under direction, to perform journey level budgetary, financial, administrative and analytical support duties for an assigned department and/or division; to oversee assigned administrative processes, procedures and programs; to conduct special projects; and to provide highly technical and responsible assistance to assigned department and/or programs.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Management Analyst II - This is the full journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions 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 series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

SUPERVISION EXERCISED

Management Analyst I

Exercises no supervision.

Management Analyst II

May exercise technical and functional supervision over lower level staff.

Employee Group:	Unrepresented
FLSA Status:	Exempt
Revised:	November 2002

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee assigned programs and administrative support functions and specialized department programs.

Participate in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment, and facility needs.

Assist in the drafting and implementation of policies, procedures, ordinances, and resolutions; assist in the preparation of ordinances and other supporting program documents.

Participate in the preparation and administration of assigned operating and capital budget(s); maintain and monitor appropriate budgeting controls.

Collect, compile, and analyze information from various sources on a variety of specialized topics including complex financial, budget, or administrative issues or questions; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitor legislation and analyze proposed legislation.

Direct the work activities of assigned technical and administrative support personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow, procedures and use of equipment and forms.

Participate in selecting, training, motivating and evaluating assigned staff; provide or coordinate staff training; work with employees to correct deficiencies.

Serve as a liaison with employees, public and private organizations; represent the City in a variety of community groups, boards, commissions, State and Federal agencies, and other organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses.

Provide training in various areas to department employees including updated rules and laws, and other areas as required.

Coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as representative for assigned department.

Assist in contract negotiations; monitor compliance with applicable contractual agreements.

Prepare and monitor program grants and related proposals.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Management Analyst I

Knowledge of:

Municipal programs including purchasing, personnel, risk management, finance, budgeting, and other related municipal government programs.

Research and reporting methods, techniques, and procedures.

Public relations techniques.

Modern office procedures, methods, and computer software and hardware including management information systems and office automation.

Budgeting principles and methods.

Principles and procedures of record keeping.

Principles of mathematics and statistics.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Learn to interpret the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn and understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Perform administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.

Proofread and detect errors in typing, spelling, grammar, and punctuation.

Prepare and present reports in tabular, graphic, and narrative forms.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:**Experience:**

Some administrative and analytical intern experience, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Management Analyst II

In addition to the requirements for Management Analyst I:

Knowledge of:

Advanced principles and practices of municipal government management.

Advanced principles and practices of municipal government budget preparation and administration.

Principles of lead supervision and training.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Pertinent Federal, State and local laws, codes and regulations.

Sources of information related to a broad range of municipal programs, services and administration.

Ability to:

Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Conduct research on a wide variety of administrative topics.

Effectively administer a variety of departmental programs and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Develop and administer assigned budgets.

Interpret and apply administrative and departmental policies and procedures.

Minimum Qualifications:

Experience:

Three years of experience as a Management Analyst I.

Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.