

MANAGEMENT ANALYST I

DEFINITION

Under close supervision, performs a variety of professional administrative and analytical duties in one or more assignment areas.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Management Analyst I is the entry level class in the Management Analyst series. Incumbents perform administrative and analytical assignments in personnel, budget, or general administration. Incumbents perform assigned duties with increasing independence as they gain knowledge and experience. This class is distinguished from Management Analyst II in that the latter is the journey level class in which incumbents perform the full range of duties with a minimum of supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Assists in performing the day-to-day professional administrative and analytical duties in support of personnel, budget, and/or general administrative functions for a division or department.

Researches and analyzes a variety of information and data. Makes recommendations for procedural and operational improvement.

Prepares, reviews, and supports the administration of divisional or departmental budgets within established policies and procedures.

Reviews and evaluates policies and procedures; recommends revisions when necessary.

Assists and participates in various personnel functions.

Provides technical direction to other staff responsible for preparing and administering departmental budgets.

Conducts and coordinates research in response to complaints and investigates to assure compliance with applicable rules and regulations.

Prepares various reports, correspondence and a variety of written materials.

Conducts safety inspections to prevent accidents; investigates, analyzes, and reports accidents; conducts safety programs; administers various loss control activities.

Organizes and/or conducts various training and development programs.

Assists with various program activities within assigned area and of responsibility; assist with goals, implementation and modification of program elements.

Collects, compiles, and analyzes data; determines needs and prepares funding applications for a variety of state and federal grants; implements, monitors, and evaluates the program projects.

Participates in meetings, committees, and other related groups.

Participates in employee/employer relations activities; collects, compiles, and evaluates data; reports findings and participates in the implementation of recommended actions.

Maintains various records and files.

Performs related duties as required.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of organization, administration, and management.

General statistical and mathematical principles and practices.

Maintain accurate records and files.

Research methods

Principles of business letter writing.

Skills to:

Operate office equipment, a computer and a variety of word processing and software applications.

Ability to:

Acquire knowledge of municipal organization and operation, including budget and personnel management, workers' compensation, and unemployment insurance.

Collect, compile, analyze, and interpret a variety of technical and statistical data.

Prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Interpret and apply a variety of laws, rules, and regulations.

Understand the complexities and learn the techniques of labor relations problems and labor negotiations.

Maintain accurate records and files.

Maintain confidentiality.

Make clear oral presentations.

Establish and maintain effective working relationships with city management and staff, representatives of community organizations, state/local agencies and associations, and the public.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or closely related field.

Substitution:

Applicable experience may be substituted for the required education on a year-for-year basis.

A Management Analyst I may be promoted to Management Analyst II after one year of experience and upon the recommendation of the appointing authority.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Driver's License is required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____