

**SENIOR MANAGEMENT ANALYST****DEFINITION**

Under general supervision, supports and assists in the management of business and/or personnel functions within a division or department, and provides responsible administrative support to assigned management staff.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Department Director or designee. May exercise supervision over professional, technical or clerical staff.

**DISTINGUISHING CHARACTERISTICS**

Senior Management Analyst is the advanced working level class in the Management Analyst series. Incumbents have responsibility for assigned business management functions in an operating department, including personnel management, organizational analysis and development, budget development and coordination, developing and monitoring operating policies and procedures, and supervision of subordinate clerical, technical, and professional staff. This class differs from Management Analyst II in that the latter is the journey level class in which incumbents receive assignments on an activity or project basis without regular lead or supervisory responsibility for other professional staff. It differs from the Business Manager or Personnel Manager in that the latter supervise and are responsible for managing their respective functions. This is an unclassified position in which incumbents serve at the will of the Department Director.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but are not limited to, the following:*

Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, department, and/or division; performs duties in support of various administrative operations and activities within assigned area of responsibility including personnel management, organizational analysis and development, budget development and coordination, developing and monitoring operating policies and procedures, grant analysis, and/or financial management.

Confers with and advises management on personnel or general departmental administrative policies and procedures; provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.

Assists in determining methods for carrying out the broad overall policies of the department; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures.

Prepares and presents technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

Coordinates or performs a variety of accounting functions including payroll, accounts payable, cost accounting, accounts receivable, and related accounting functions.

Participates in the budget development and administration for assigned area of responsibility; analyzes proposed capital, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.

Coordinates and participates in various personnel functions.

Participates in special projects within assigned area of responsibility; performs research and analysis of new programs, services, policies, and procedures; prepares and presents reports.

Leads and participates in gathering and analyzing departmental organization, staffing and work load data; evaluates and prepares recommendations on departmental requests for program changes.

Analyzes the types and levels of services; develops recommendations for the most effective organization structures, functions, staffing, and use of other resources.

Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.

May represent the department on administrative matters before boards, commissions, and agencies as required.

May supervise subordinate clerical, technical, and professional staff.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of assigned program area.

The fundamentals and accepted management practices in public administration.

Organization and operation of municipal government.

Principles and practice of program development.

Methods and techniques of data collection, research, and report preparation.

Methods and techniques of statistical and financial analysis.

Principles and procedures of financial record keeping and reporting.

Principles and practices of budget preparation and administration.

Principles and practices of accounting.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices used in grant administration.

Principles and practices of customer service.

Principles of business letter writing.

Basic principles of supervision and training.

Policies and procedures of the assigned department.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

**Skills to:**

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

**Ability to:**

Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.

Research and analyze issues and problems and prepare recommendations on a variety of issues.

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

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.

Participate in various organizational studies and analyses.

- Research, analyze and evaluate programs, policies and procedures.
- Collect, evaluate and interpret complex information and data.
- Prepare clear and concise administrative and financial reports.
- Maintain accurate and complete records on programs and operations.
- Assist with budget preparation and administration.
- Interpret technical information for a variety of audiences.
- Independently prepare correspondence and memoranda.
- Provide direction to professional and clerical staff.
- Operate office equipment including computers and supporting applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field; and

**Experience:**

Three years of progressively responsible professional personnel, management, or administrative experience or two years of experience equivalent to that gained as a Management Analyst II with the City of Fresno. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

**Special requirement(s)**

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

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_