

## MANAGEMENT ANALYST II

### **DEFINITION**

Under 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, however, this class provides lead direction and may make assignments and delegate work assignments to support staff.

### **DISTINGUISHING CHARACTERISTICS**

Management Analyst II is the journey level class in the Management Analyst series. Incumbents perform administrative and analytical assignments in personnel, budget, and/or general administration. This class is distinguished from Management Analyst I in that the latter is the entry level class. It is distinguished from Management Analyst III in that incumbents of the latter support and assist in the management of business and/or personnel functions within a division or department.

### **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 improvements.

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

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

Assists and participates in various personnel functions.

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 AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of organization, administration, and management.

Municipal organization and operation, including budget and personnel management.

General statistical and mathematical principles and practices.

Research methods.

Principles and practices of collecting and analyzing data and information

Principles of business letter writing.

Report writing techniques.

#### **Skills to:**

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

#### **Ability to:**

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.

Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems.

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**

#### **Experience:**

One year of professional experience performing analytical duties in the areas of administration, management, human resources/personnel, finance, or related field.

AND

#### **Education:**

Bachelor's Degree from an accredited college or university in business administration, public administration, industrial relations or related field.

#### **Substitution:**

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

### **NECESSARY SPECIAL REQUIREMENT**

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

Based upon assignment, a relevant license and/or certificate may be required.

APPROVED: Signature on File DATE: February 24, 2017  
Director of Personnel Services