

**MANAGEMENT ANALYST I
MANAGEMENT ANALYST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

The Management Analyst I/II classes are responsible to perform a wide variety of analytical and administrative duties in support of assigned functions, operations, department, and/or division including special projects, research studies, budget analysis and other specialized functions; coordinate and perform a variety of contract and grant administration duties; prepare various reports to improve the efficiency and effectiveness of operations; coordinate assigned activities with other departments, divisions, outside agencies, and the general public; and provide information and assistance to the public regarding assigned programs and services.

IDENTIFYING CHARACTERISTICS

Management Analyst I – This is the entry-level into the professional Management Analyst series. Incumbents work under close supervision. Assignments are general limited in scope and under direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision. This classification is flexibly staffed with the Management Analyst II. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions, the completion of minimum experience and education requirements for the II level; and is at the discretion of higher level supervisory or management staff.

Management Analyst II – This is the full journey level in the Management Analyst series. Incumbents work under general supervision. Employees within this class are distinguished from the Management Analyst I by the performance of the full range of assignments and duties. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from outside, require prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. 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 special projects, research studies, budget analysis and other specialized functions.
2. Administers and coordinates assigned functions or projects; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.
3. Prepares and presents comprehensive 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.
4. Participates in the budget development and administration for assigned area of responsibility;

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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.

5. 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.
6. Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports.
7. Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.
8. Coordinates grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
9. Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
11. Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
12. May oversee the work of lower-level administrative support staff.
13. Responds to and resolves difficult and sensitive citizen complaints and inquiries.
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Principles and practice of program development and project management.
- 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.
- Applicable civil, government and administrative codes.
- Principles and practices of public sector contract administration.
- Principles and practices used in grant development and administration.

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Public sector employee relations theory, practice and issues.
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.

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 problems and prepare recommendations on a variety of issues.
Assess situations and make decisions; prioritize and adapt during high-pressure situations
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, research, negotiate, and monitor contracts and agreements.
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.
Clearly and effectively present information to a wide range of stakeholders, including elected officials
Operate office equipment including computers and supporting applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Supervise, organize and review the work of lower level staff as assigned.
Organize and prioritize work flow.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Management Analyst I

Education/Training:

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

Experience:

One year of increasingly responsible administrative, analytical and/or budgetary experience related to assigned area. Experience working in a governmental agency is highly desirable.

Management Analyst II

Education/Training:

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

Experience:

Two years performing professional analytical duties at the Management Analyst I level or a total of three years performing analytical duties, if hired from outside the City. Examples of qualifying duties include compiling and organizing data, evaluating information, and preparing reports. Experience working in a governmental agency is highly desirable.

License or Certificate:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Established October 2006
Johnson and Associates*

Revised: August 2021