

**MANAGEMENT ANALYST I  
MANAGEMENT ANALYST II**

**PURPOSE**

To perform a variety of professional level administrative and analytical duties in the development and administration of City programs, projects and policies; to coordinate administrative projects and perform research, statistical and other analytical work in support of a department or assigned programs; and to represent the City and department both inside and outside City government.

**WORKING CONDITIONS**

Work is conducted primarily in an office setting. Conditions may include occasional attendance at evening meetings. May also include occasional weekend or irregular hours.

**PHYSICAL DEMANDS**

Work emphasizes speech, hearing, vision and manual dexterity, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

**SUPERVISION RECEIVED AND EXERCISED**

**Management Analyst I**

Receives general supervision from higher level management staff.

**Management Analyst II**

Receives direction from higher level management staff.

May exercise supervision over assigned technical or administrative support personnel.

**DISTINGUISHING CHARACTERISTICS**

**Management Analyst I** – This is the entry level class in the Management Analyst series. Positions in this class typically have little or no directly related work experience. The Management Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Management Analyst II** - This is the journey level class in the Management Analyst series and is distinguished from the I class by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I class; however based on scope and complexity of work and level of independence, some positions may be permanently allocated to the I level at management discretion.

This class is distinguished from the Senior Management Analyst in that the latter is the advanced journey level class in the series where incumbents perform the most complex duties with greater independence and exercise direct supervision over professional and technical staff.

**ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to, the following:

Manages and oversees a variety of administrative projects, some requiring coordination between departments.

Conducts a variety of research and special studies; gathers data, interprets and presents results and recommendations.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Monitors departmental compliance with laws, rules, policies and procedures.

Prepares, negotiates and monitors contracts; authorizes payments for various contracts.

Collects data regarding departmental activities; prepares a variety of administrative reports.

Researches grant opportunities; prepares grants proposals; monitors and administers grants; prepares and submits reporting documentation.

Prepares a variety of written documents including reports, resolutions, ordinances, agreements, contracts, requests for proposal, correspondence and press releases; may prepare and present agenda items to the City Council.

Assists in the preparation and administration of department operating, multi-year, and capital budgets; prepares cost estimates for budget recommendations; submits justification for budget items; authorizes purchases in accordance with City purchasing policies.

Assists in the development of departmental policies and procedures; recommends goals and objectives.

Answers questions and provides information to the public, outside agencies and City staff; investigates complaints and recommends corrective action as necessary.

Represents the City and the department at a variety of interdepartmental and intergovernmental meetings; coordinates and facilitates meeting activities; serves as liaison and provides staff assistance.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

**OTHER JOB FUNCTIONS**

May participate in hiring, training, monitoring, supervising, and evaluating assigned City employees, contractors and consultants.

**DESIRABLE QUALIFICATIONS**

**Management Analyst I**

**Knowledge and Abilities:**

Knowledge of principles and practices of organization and administration; statistical methods; principles and practices of financial record keeping and reporting; principles of good customer service; technical report writing procedures; modern office procedures, methods and computer equipment.

Ability to analyze technical information, organizational, and administrative problems; create, recommend and implement effective courses of action; multi-task and prioritize; maintain confidentiality; learn and apply applicable Federal, State, and local laws, codes and regulations; analyze facts and make sound recommendations; work effectively under pressure and meet deadlines; 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:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

**Education:**

Possession of a Bachelor's Degree in Public Administration, Business Administration, or related field.

**OR**

Public sector-related experience can be substituted for education on a year for year basis.

**Experience:**

Two years of professional technical level administrative or analytical experience in a private or public agency.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.

**Management Analyst II**

In addition to the qualifications for Management Analyst I:

**Knowledge and Abilities:**

Principles and practices of public administration; applicable Federal, State, and local laws and regulations; grant proposal development and monitoring; principles, methods and practices of municipal finance, budgeting and accounting; City and department processes and structure.

Ability to develop, coordinate, and administer complex programs and projects; facilitate groups; work independently; identify and respond, both orally and in writing, to public, boards, commissions and City Council issues and concerns.

**Education and Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

**Education:**

Possession of a Bachelor's Degree in Public Administration, Business Administration, or related field.

**OR**

Public sector-related experience can be substituted for education on a year for year basis.

**Experience:**

Three years of increasingly professional level administrative and analytical experience preferably in public sector.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.