



Job Description

Title:	Management Analyst		Created:	06/2015
Salary Level:	434		FLSA Status:	Exempt
Supervisor:	City Manager	Supervises:	Applicable Clerical Support Staff	
Job Family:	None	Bargaining Unit:	Management/Confidential	

JOB SUMMARY:

Performs a wide variety of administrative and analytical duties in support of the City Manager's Office; liaison between the City Manager's Office and other City departments; provides a wide variety of professional, administrative, analytical support within assigned program areas; manages the City's human resources division; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of professional, administrative, fiscal, and analytical support to the City Manager, frequently of a confidential nature.
- Provides staff support to department management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.
- Manages the City's human resources division including personnel administration, recruiting and employment, orientation of new employees, and employee benefits administration.
- Coordinates employee safety and risk management programs.
- Serves as a resource to City departments; confers with departments on initiatives, programs and projects; provides advice regarding strategic planning and ensures consistency with City goals and objectives; assists with the development of alternative solutions, recommendations and implementation.
- Monitors, reviews, analyzes and tracks State and Federal legislation; examines its effects on City departments; recommends City position to City Council.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.
- Conducts studies of organizational, administrative and operational issues; and reviews and analyzes processes, procedures and work methods.
- Independently respond to correspondence, inquiries and calls on behalf of the City Manager.
- Serves as liaison with employees, public and private organizations, community groups and other organizations; provides information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints; writes, edits, and designs articles for city publications, newsletters and press releases.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Management Analyst (Continued)

Ability to:

- Analyze administrative, operational and organizational problems.
- Consult effectively with management, staff and the public.
- Serve as liaison between various public agencies.
- Interpret and explain policies & procedures.
- Organize, prioritize and follow-up on work assignments.
- Read, interpret and record data accurately.
- Prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent City and department policies and procedures.
- Research and analyze a variety of complex technical and administrative problems; make sound policy and procedural recommendations.
- Plan, initiate and complete work assignments with minimum direction.
- Communicate clearly and concisely, both orally and in writing.

Knowledge of:

- Principles and practices of public administration.
- Process and structure of City organizations.

Education and/or Experience:

Equivalent to Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, economics or a closely related field and two years of increasingly responsible administrative and analytical experience with a municipality.

Certificates, Licenses, Registrations:

Valid California driver's license.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

Management Analyst (Continued)

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee may be required to attend evening meetings and travel and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.