CITY OF ST. HELENA

MANAGEMENT ANALYST
SENIOR MANAGEMENT ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs a wide variety of administrative and analytical support duties for an assigned department; to participate in assigned administrative processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS:

Management Analyst
The Management Analyst is the journal level class in the Management Analyst series. Employees within this class are expected to perform a full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Senior Management Analyst
The Senior Management Analyst is the advanced journey level class in which incumbents are expected to perform complex and advanced duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED/EXERCISED:

Management Analyst
Receives general supervision from assigned Department Head. Incumbents in this classification may exercise technical and functional supervision over assigned staff.

Senior Management Analyst
Receives direction from assigned Department Head. Incumbents in this classification may exercise technical and functional supervision over assigned staff.
ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Participate in assigned administrative support functions including the assigned budget; participate in various specialized department programs.

- Participate in the development and implementation of operational and administrative programs, policies and procedures.

- Participate in the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls. A Senior MA will direct the preparation and administration of assigned budget(s) and prepare various financial reports as required.

- Collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data and identify alternatives; make and justify recommendations.

- Serve as a liaison with public and private organizations, community groups and other related organizations.

- Receive and respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.

- Participate in special projects including research and development of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.

- Prepare comprehensive technical records and reports pertaining to assigned area of responsibility including resolutions and ordinances; conduct research and comprehensive data collection efforts to support analysis.

- Provide training in a variety of areas to department and City staff as required.

- Prepare Grants, writing, investigating, monitoring and reporting.

- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable contractual agreements.

- Coordinate activities with other City departments, the public and outside agencies.
WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Some administrative and analytical experience, preferably with a local municipality. Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver’s license.
KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the MA and the Senior MA levels.)

Knowledge of:
Principles and practices of program development. Methods of research, program analysis and report preparation. Policies and procedures of the assigned department. Principles and practices of budget administration. Principles of public administration, including personnel management or organizational development. Public relations techniques. Principles and procedures of accounting and procurement practices. English usage, spelling, grammar and punctuation. Modern office procedures, methods including computers. Federal, State and local laws, codes and regulations. Perform complex administrative and analytical activities for assigned programs. Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities. Interpret and apply administrative and departmental policies and procedures. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative. Research, analyze, and evaluate programs, policies, and procedures. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Prepare clear and concise reports. Independently prepare correspondence and memoranda. report writing,

Ability to:
Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain mental capacity which allows for effective interaction and communications with others. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Prepare, maintain and reconcile various financial, accounting and statistical records. Keep accurate records. Perform mathematical calculations quickly and accurately. Interpret, explain and apply applicable laws, codes and regulations. Read, interpret and record data accurately; organize, prioritize and follow-up on work assignments. Be able to work independently and as part of a team. Make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response. Follow written and oral directions; observe safety principles and work in a safe manner.

Skill to:
Operate an office computer and a variety of word processing, spreadsheet and software applications.