

MANAGEMENT ANALYST I
MANAGEMENT ANALYST II

DEFINITION

To perform professional administrative, financial, budgetary and operational support and analysis for a department, division or program; to perform research, statistical, and other analytical work; and to fulfill other administrative assignments in functional areas such as budget, contract administration, grant administration, communications, legislative monitoring, and regulatory compliance.

DISTINGUISHING CHARACTERISTICS

Management Analyst I – This is the entry level class in the Management Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Management Analyst II – This is the journey level class within the Management Analyst series and is distinguished from the I level 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 level.

SUPERVISION RECEIVED AND EXERCISED

Management Analyst I

Receives general supervision from assigned management or supervisory personnel.

May exercise technical and functional supervision over technical and administrative support personnel.

Management Analyst II

Receives direction from assigned management or supervisory personnel.

May exercise technical and functional supervision over lower level professional and direct supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets and supporting analyses and forecasts; prepare revenue projections, conduct fee analyses and recommend strategies to meet budgetary targets.

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.

Research and analyze pending legislation and identify impact to department programs and activities; work with lobbyist to influence pending legislation and regulations.

Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.

Participate in the development and implementation of departmental strategic plans.

Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.

Analyze, revise and develop fees; negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances.

Coordinate and participate in financial and administrative activities of an assigned department, division or program; participate in the administration of reimbursement activities and programs; review and approve a variety of accounting transactions for assigned department.

Research, document, coordinate and participate in the implementation of new technology including the development of tools, processes and procedures; develop and provide training and serve as system administrator.

Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.

Receive, research, and respond to questions from outside agencies, other City departments and the general public; support department's communications efforts.

Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.

Research grant opportunities and review grant guidelines and requirements to assess compliance with requirements and risks associated with receiving grants; prepare grant analyses and proposals;

develop, maintain and monitor grant budgets and award milestones; and ensure all requirements are being met and submitted accordingly.

Assist with the selection and management of consultants and contractors; develop, monitor and administer contracts.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various financial, statistical and narrative reports on operations and activities.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; and work with employees to improve performance.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Management Analyst I

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of budget preparation, analysis and administration.

Statistical and graphical presentation methods.

Principles and practices of research and quantitative analysis.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures and grant proposal development.

Ability to:

Learn programs, processes and structure of assigned department.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn applicable Federal, State and local laws, codes and regulations.

Research, analyze and resolve technical administrative issues.

Work with and maintain the confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience is required.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, finance, accounting, public administration, or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Management Analyst II

In addition to the qualifications for the Administrative Analyst I:

Knowledge of:

Programs, processes and structure of assigned department.

Principles and practices of accounting and municipal budget development and administration.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles and practices of grant administration.

Principles of project management.

Principles and practices of supervision.

Ability to:

Independently perform professional analytical work in support of assigned department and programs.

Identify, research, and respond to questions from other City departments, outside agencies and the public.

Prepare, analyze and present technical, financial, and statistical reports and presentations, requests for proposal, contracts and agreements.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Develop financial models related to costs, rates and revenues.

Analyze and respond to program effectiveness.

Analyze financial data, fiscal and actuarial reports.

Conduct, prepare and present special studies related to assigned operations.

Coordinate, analyze, prepare and present special studies related to assigned operations.

Supervise, train and evaluate assigned staff

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of an Management Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in business administration, finance, accounting, public administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

11-07-20	Management Analyst I/II
09-05-18	
08-25-12	
01-14-99	
10 01 88	
07 01 86	Administrative Analyst I/II
07 01 82	Administrative Analyst