



CITY OF CAMARILLO

Management Analyst	Job Code: 104 FLSA: Exempt
---------------------------	---

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

Performs a full range of responsible and varied professional, analytical duties in providing responsible staff support to a City department, office, and/or program area; assumes responsibility for the management and administration of a specific program area; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area of assignment; and coordinates assigned activities with other divisions, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional Management Analyst series. Positions at this level are generally assigned responsibility for the management and administration of a specific program or function and independently perform responsible and difficult analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible staff support to a City department, office, and/or program area. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy, procedures, and budget development, or other areas specific to the department or office. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

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. Provides assistance in resolving the more difficult operational and administration problems; identifies problem areas and issues; plans, organizes, coordinates, directs, and/or conducts administrative and/or management studies relating to the activities or operation of the assigned department, office, or program area; conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations.
2. Provides complex staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
3. Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversees and participates in the development and implementation of program goals, objectives,

CITY OF CAMARILLO
Management Analyst (Continued)

policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and workplans for the achievement of these goals.

4. Oversees and participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and information materials, communications, and presentations; creates press releases; serves as media contact for assigned programs.
5. Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
6. Performs a range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
7. Participates in the budget development process and budget monitoring activities for assigned areas of responsibility; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
8. Administers, writes, and prepares assigned grants; manages and tracks authorized grant expenditures.
9. Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
10. Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
12. May direct the work of support staff on a project or day-to-day basis.
13. 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:

- Principles and practices of public administration.
- Organization and operation of municipal government.
- Municipal government functions specifically related to program area.
- Operational characteristics, services and activities of assigned program area.
- Principles and practices of program development and administration.

CITY OF CAMARILLO
Management Analyst (Continued)

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.

Principles and practices of contract negotiation, preparation and monitoring.

Principles and applications of critical thinking and analysis.

Techniques and formulae for administrative, financial, and comparative analyses.

Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.

Terminology used in area of assignment.

Principles and practices of budget preparation and administration and grant application and administration principles and practices.

Finance and accounting systems.

Principles of business letter writing.

Federal, state, and local government organizations.

Pertinent federal, state, and local laws, codes, and regulations.

Principles of supervision and training.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform a full range of responsible and varied professional, analytical duties in providing responsible staff support to a City department, office, and/or program area.

Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.

Oversee and participate in the development and administration of program goals, objectives and procedures.

Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.

Collect, evaluate, and interpret varied information and data.

Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop recommendations for problematic areas and implement and monitor changes.

Read and interpret plans and specifications.

Prepare clear and concise technical, administrative and financial reports.

Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Research, negotiate, manage, and monitor contracts and agreements.

Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.

Identify and respond to community and organizational issues, concerns, and needs.

Coordinate multiple projects and meet critical deadlines.

Organize and prioritize timelines and project schedules in an effective and timely manner.

CITY OF CAMARILLO
Management Analyst (Continued)

Plan, schedule, and review the work and performance of subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
Participate in the preparation and administration of budgets.
Operate and use modern office equipment including a computer and various software packages.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional 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:*

Education/Training:

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

Experience:

Two years of responsible professional level administrative and management analysis experience related to assigned area.

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; some travel to other locations to attend meetings.

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.

April, 2008
Johnson & Associates