

MANAGEMENT ANALYST I
MANAGEMENT ANALYST II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for the City Manager or a department head; to direct and manage assigned special projects and programs such as the city's economic development program or city clerk services, contracts and grants administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from city management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, development of options, making recommendations and reporting of data dealing with complex problems and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies.

DISTINGUISHED CHARACTERISTICS

Management Analyst I/II is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and, (3) is assigned and performs the duties of the expert level as defined in the Distinguishing Characteristics of the Management Analyst II below.

Management Analyst I is the advanced journey level class and serves as the entry level into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general economic development, housing, or internal support such as projects related to budget, finance, personnel, contracts and grants, procurement, public outreach, city clerk functions, or other assignments; compiles and analyzes data; participates in design and implementation of systems and procedures.

Management Analyst II is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area rather than general municipal administration and analytical support. This level is responsible for performing the full range of specialized and technical duties in such areas as economic development, human resources management, financial analysis and budget development, contracts and grants administration, community engagement, city clerk functions, and other identified technical support activities to the City. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgement in the performance of their duties.

EXAMPLES OF DUTIES

For Management Analyst I, duties are performed at the journey level; for Management Analyst II, duties are performed at advanced journey/expert level:

Duties may include, but are not limited to, the following:

- Perform a variety of administrative and analytical support functions for the City Manager or a department head, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.
- Participate on a variety of committees, commissions, and boards; prepare and present staff reports and other necessary correspondence.
- Implement and administer various programs and projects for the City Manager or a department head handle specialized projects that include economic development, human resources, financial analysis and budget development, grants and contracts administration, housing, records management, etc.; provide input and feedback on programs.
- Lead, coordinate, and manage civic engagement activities and projects; conduct outreach and develop surveys and/or other methods of getting community and/or business input; summarize and report results.
- When assigned economic development responsibilities, develop economic goals, objectives, and policies; prepare and maintain demographic, market, and real property databases; conduct market feasibility studies; respond to inquiries concerning industrial and commercial development opportunities; and assist businesses with site location process.
- Prepare applications for financing, tax credits, and grants; administer federal and state grant programs such as CDBG.
- Research, compile, and analyze information from various sources; prepare reports recommendations; make presentations to the City Manager and City Council.
- When assigned the human resources function, perform a wide variety of personnel functions, including the coordination of employee recruitments, establish and update of job classifications, facilitation of training programs and opportunities, and assist with safety and risk management programs.
- Participate in Citywide labor negotiations, as appropriate.
- Interpret and explain City policies and standards to members of the public and the business community; provide information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.
- When assigned to financial analysis and budget development, the incumbent, under general direction, will perform a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and City-wide financial projects and programs including budget implementation, coordination, revision, review, evaluation and monitoring; create complex financial forecasts and analyses, monitor and provide water and wastewater enterprise funds analysis and financial forecasts, and organize and prepare council reports.
- Direct the work activities of assigned personnel; prioritize and coordinate work assignments and review work for accuracy.

- Coordinate, collaborate, and work closely with department heads and management staff on assigned projects; provide input and feedback as appropriate.
- Establish and maintain positive working relationships with representatives of community organizations, state and local agencies and associations, City management, staff, and the general public.
- When assigned City Clerk responsibilities, attend all City Council meetings as City Clerk and prepare minutes; maintain accurate records pertaining to agreements, ordinances, resolutions and other documents to ensure proper follow-up; accept subpoenas, summons and complaints on behalf of the City and maintain a litigation log; implement and coordinate the City's records management system; ensure proper posting of all agendas, notices, bid openings; administer Oath of Office for City Council and staff; serve as the City's Election Officer and coordinate all municipal election activities; coordinate the City's Public Access channel.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of economic development.
- Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.
- Methods of research, program analysis, report preparation, and data analysis/statistics.
- Public relations techniques.
- Practices and procedures of grant writing and administration.
- Principles and practices of personnel administration.
- Principles and procedures of recordkeeping and records management.
- Principles and practices of program development and administration.
- Principles and practices of city clerk functions.
- Modern office procedures, methods, and equipment, including computers.
- Pertinent federal and state, and local laws, codes, and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.
- Supervisory practices and principles.

Ability to:

- Organize and direct the work of assigned staff.
- Understand the organization and operation of City departments and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze complex financial data, reports, studies, and financial records.
- Work independently in the absence of supervision.
- 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.
- Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.
- Interpret, apply, and explain City policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility such as economic development.
- Prepare effective and complete staff reports and make presentations.
- Exercise tact, initiative, discretion, and good judgement within general policy and procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with City officials, managers and staff, developers, civic groups, various agency representatives, and the public.
- Exemplify an effective customer service attitude with the public, officials, and co-workers.
- Effectively act a project manager for various community development, outreach, housing, and/or economic development activities.

Minimum Qualifications:

Experience and Education:

Management Analyst I

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** two years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

Management Analyst II

EITHER: Two years of full-time experience as a Management Analyst I with the City of American Canyon; – OR- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

All Levels – Each level in the Management Analyst series has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

May require evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Management Analyst I	1/2002	Revised and Became Conf. 7/07; Revised and retitled 8/12	To Management Analyst I from Management Analyst	6303	Exempt	3
Management Analyst II	2/5/13			6304	Exempt	3
Management Analyst I/II		4/2015- Added City Clerk functions				
Management Analyst I/II		8/2015- Clarified Budget/Finance Functions				

APPROVED: 
Administrative Services Director

Date: 8/12/15