

CITY OF COVINA
MANAGEMENT ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 professional, administrative, analytical and management support within assigned program areas; develops, implements and administers assigned program responsibilities, including budget preparation, human resources related duties, financial management and grant coordination; conducts research; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Management Analyst** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical and management support duties within assigned program areas. This classification is distinguished from the next higher classification of Senior Management Analyst in that the latter has overall responsibility for an assigned program and/or unit within a specialized area.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from higher level department management. May exercise direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conducts studies of organizational, administrative and operational issues; reviews and analyzes processes, procedures and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.
- Performs analysis and review of administrative, personnel, financial and operational systems; compiles and interprets statistical, compensation, human resources, and financial data; conducts studies and surveys and provides research on a variety of organizational problems.
- Analyzes findings and prepares reports and recommendations; prepares charts and graphic illustrations; develops policy plans and procedures and monitors implementation; prepares procedural manuals, produces, monitors, and completes all aspects involving the grant process; follows and puts into practice federal, state, and local regulations as they pertain to the awarding of grants; handles correspondence as assigned.
- Attends staff, City, Council and/or Commission Board meetings as assigned.

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- May develop Request For Proposals and Personnel Service Agreements and see them through the hearing process; assists in the screening, interviewing, and selecting consultants; coordinates the final hiring process.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services or administrative operations; trains and supervises assigned support staff; maintains human resources, financial and administrative processes and records; develops policy and procedural recommendations; forecasts, develops, implements, creates, maintains, and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.
- Participates in the development and implementation of departmental and program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services and supplies; monitors and assists in the administration of the approved budget.
- Serves as a 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.
- Advises and assists department management and employees in a variety of human resource matters, including interpretation and application of personnel rules, administrative policies, memoranda of understandings, and the processing of employee grievances; assists with activities such as job classification and compensation plan, group benefits, recruitment, selection and employee records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Management Analyst**. A typical way of obtaining the required

qualifications is to possess a bachelor's degree in business administration, public administration, accounting, or a related field, and one year of progressively responsible administrative, analytical and technical experience.

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.)*

Knowledge of:

Modern principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public human resources administration, budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, human resources, statistical and administrative reports in an effective manner; 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; 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; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.