



Office of Human Resources
Management Analyst Specialist - CA2254
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General Statement of Duties

Performs specialized, professional, complex, and multi-dimensional analytical work which includes conducting and executing studies/projects for areas with little or no procedural precedent which have city-wide and/or major department(s) policy implications and providing top level management with information necessary for decision-making and long-range organizational planning.

Distinguishing Characteristics

There are four classes in the management analyst series; however, this is not a progressive series. Because of the specialized, strategic nature of the work described in the General Statement of Class Duties (above), this class would be used on a limited basis. The Management Analyst Specialist is distinguished from a Strategic Advisor that performs advanced, specialized professional level work by serving as a key advisor to an Appointing Authority/Executive, providing advise and counsel on a wide range of highly complex strategic, policy, organizational, and management issues, and making recommendations that have significant and long-term impact on city/departmental policies and priorities.

The Management Analyst Specialist is distinguished from the Management Analyst Senior that performs full performance level analytical work which includes conducting studies/projects that support a large division(s) or department by advising management on specific operational and/or administrative issues, applies management analysis techniques to solving problems and facilitating modifications/conversions, and prepares recommendations to implement new policies, procedures, and/or process changes/improvements.

The Management Analyst Specialist is distinguished from a Management Analyst Supervisor that performs professional and supervisory work over analytical staff members provides leadership and direction, devises and evaluates performance standards for the assigned area(s), and develops long range and short term goals and objectives for the assigned area(s) in conjunction with departmental plans and goals. Additionally, a Management Analyst Specialist performs lead work and/or may supervise clerical and/or technical employees; whereas, a Management Analyst Supervisor performs supervisory duties over professional management analyst staff (Management Analyst Associate and Management Analyst Senior). Generally, a Management Analyst Specialist and a Management Analyst Supervisor report to management level positions.

Level of Supervision Exercised

Perform lead work and/or may supervise clerical and/or technical employees.

Essential Duties

Plans and conducts specialized, complex, and multi-dimensional analytical management, financial, operational, and/or administrative studies including organizational design, information systems, and/or operational systems and processes and determines study/project goals, objectives, methods, time frames, information parameters, and resource requirements.

Makes initial assessment of issue(s) or problem area(s) by researching best practices, trends, and historical and current data, along with related laws, policies, procedures, methods, and/or practices, defining the scope of work, developing the methodology for the collection of relevant data, and assembling and designating data into meaningful formats to facilitate data analysis.

Conducts research to obtain necessary information and data for analysis, analyzes collected data to identify problems and probable causes, and explores possible alternatives/solutions and the feasibility of recommended changes.

Develops proposals and recommendations based on research and analysis for new, revised, and/or improved work processes, policies, procedures, practices, methods, and/or other tools to implement changes/improvements and determines the impact of proposed changes/recommendations and the positive or negative effects to the city and/or department(s).

Discusses study findings and recommendations with top level management including forecasting effect on related systems and operations, analyzes and presents the budget implications for proposed recommendations including the cost of implementation, and seeks support and approval of proposed recommendations.

Directs the implementation of approved recommendations, develops implementing policies and procedures, furnishes advice and technical assistance in order to facilitate recommended changes, modifications, and/or improvements, and takes corrective action to ensure the outcomes defined for the project/study are achieved.

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support in assigned projects/studies.

Prepares written reports that summarize research, analysis, recommendations, and implementation strategies.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

By position, performs lead work and/or supervises technical and clerical positions, provides guidance and technical support, and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed and secure, analyzes desired information, and integrates research into reports and/or databases.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Education Requirement

Bachelor's Degree in Business Administration, Public Administration, Finance, Management, or a related field.

Experience Requirement

Three (3) years of professional experience planning and conducting management studies including determining study methods and procedures, analyzing data, developing recommendations and implementation strategies, and preparing reports of findings and recommendations.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: