

CITY OF CONVINA

MANAGEMENT ANALYST TRAINEE

*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 immediate supervision performs varied entry level professional analytical work and research in the development and review of administrative policies and practices; writes reports; assists in some daily and ongoing activities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Management Analyst Trainee** is the entry level class of the management analyst series, which provides a learning opportunity for qualified individuals in public administration and/or local government. Assignments in this class may include confidential assignments. This class is distinguished from the Management Analyst in that the latter is expected to perform the full scope of administrative, analytical and management support duties within assigned program areas.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from higher level management staff. This classification does not exercise supervision of, or give direction to, technical or administrative support staff.

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

- Performs analysis and review of administrative and related systems; performs research and gathers and interprets data and writes reports.
- Assists in the development of policy, plans, procedures, and helps monitor implementation.
- Appraises the efficiency of various operating systems and makes recommendations for improvement in assigned areas as appropriate.
- Performs budget preparation and review; analyzes budget problems; prepares recommendations; performs cost studies.
- Participates with public relations tasks and may act as liaison with other government entities, City departments and the public.
- Reviews and responds to questions and/or complaints from citizens and provides information accordingly.
- Performs research in specialized areas as assigned and prepares recommendations.

- 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, the 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 an **Management Analyst Trainee**. A typical way of obtaining the necessary qualifications is to possess a bachelor's degree in business or public administration, economics, personnel administration, or related field.

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:

The principles, practices and techniques of public administration; research procedures; public budgeting processes.

Ability to:

Analyze problems and propose solutions; interpret complex written problems and propose solutions; communicate effectively both orally and in writing; establish and maintain good working relationships with the public and other employees.

Skill to:

Operate an office computer and a variety of word processing, design and engineering software applications.