

CITY OF COVINA

SENIOR 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 direction, performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, human resources related support, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on citywide administrative methods; may serve as a unit manager working closely with City Manager, City Council and/or department heads as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Management Analyst** is the advanced journey level class in which the incumbent is expected to demonstrate a high level of independent problem solving abilities and perform the full scope of administrative, analytical and management duties within assigned program areas. Incumbents in this class are assigned the most complex and difficult work, and carry out assignments using independent judgment and problem solving skills. This classification is distinguished from the next lower classification of Management Analyst in that it has overall responsibility for an assigned program and/or unit within a specialized area.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from City administration staff. Exercises technical and functional supervision over lower-level administrative support and technical 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.
- Participates in the development and implementation of goals, objectives and priorities; conducts studies, surveys, and collects information; makes recommendation to solve difficult organizational problems.
- Performs analysis and review of budgetary, financial and operational systems; compiles and interprets statistical and financial data; analyzes findings, prepares reports and makes recommendations.
- Prepares charts, graphics, and illustrations for presentations; performs desktop publishing on a computer to produce newsletters, brochures, forms, mailers and other department publications; posts public hearing notices as assigned; delivers City Council and design review packets as needed;

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attends staff, City Council and/or Commission Board meetings as assigned.

- Develops policy plans and procedures and monitors implementation; prepares procedural manuals; prepares or coordinates grant applications; handles correspondence as assigned.
- 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; provides team leadership; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements 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; performs 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, 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

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abilities necessary for a **Senior Management Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in public administration, business administration, economics, or related field, and three years of professional experience in administrative analysis and research, policy development, fiscal administration and budget and/or management responsibilities. A master's degree is desirable and may be substituted for one year of 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 management; organizational development and public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; City government and inter-governmental relationships; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public sector human resources administration and supervisory techniques, budget development and implementation; public relations and customer service best practices; applicable federal, state and local laws, codes and regulations; 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; provide sound policy and procedural recommendations; oversee and/or manage specialty projects and programs; work effectively with management, staff, and the public; supervise and/or lead teams; 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, 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; work effectively with people with varying backgrounds, educational levels, races and cultures.

Skill to:

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