



CLASSIFICATION NO. 623
Established: 3/18
FLSA: Exempt
EEO: 2

MANAGEMENT ANALYST 1

CLASS CHARACTERISTICS

Under general supervision, to perform assigned professional management analyses and administration of financial, statistical, administrative, budget, and other operations in support of County division or program activities and functions; to assist in development and implementation of policies, practices, and procedures; to plan, evaluate, organize and coordinate administrative and operational systems and activities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Management Analyst series is used by County departments for positions which perform difficult and varied analytical work, and whose areas of responsibility and associated recommendations have a substantial impact on department or division operations.

The Management Analyst 1 provides professional management support of routine to moderate level in difficulty, generally within a division or small department. Incumbents support management as a professional resource, receiving defined assignments requiring the application of management principles to program operations. Incumbents perform analytical work, provide results and recommendations to management, and implement management's decisions as assigned. Assignments typically focus on financial support, budgeting, program, and/or other specialty areas.

The Management Analyst 1 differs from the Management Analyst 2 which performs a variety of moderately difficult professional journey level analytical assignments to support management. It also differs from the Administrative Specialist 2 which provides direct and highly responsible administrative paraprofessional support for County director or managers.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Conducts administrative, management, and financial analyses and studies related to assigned issues, specialty area or program using guidance received regarding approach and expected product; defines management-identified problems and appropriate analytical techniques and statistical and information-gathering processes; obtains information and data and conducts analysis including statistical and cost-benefit analysis, and measurement of program effectiveness and outcomes; summarizes findings, identifies alternatives, and makes recommendations including estimated fiscal and organizational impacts; develops, updates and/or revises policies and procedures to improve processes and maintain compliance, and assists in implementation; interprets policies, rules, regulations and requirements from other agencies.

2. Coordinates defined program(s), systems or services, including researching best practices, creating work plans, monitoring revenues and expenditures, and quality control; recommends approaches to leverage resources to increase effectiveness; tracks, processes and reconciles specific program data such as service authorizations, payments and billings; researches, analyzes and resolves program and payment issues; prepares financial reporting for area of responsibility; may act as functional systems administrator for a specialized software system; may oversee special projects.
3. Prepares and administers annual budget with a variety of predictable, reliable funding sources in addition to tax base and general fund; evaluates expense/revenue history, effective use of resources, and projects upcoming revenues and expenses; analyzes anticipated budget demands and makes recommendations; participates in preparing budget justifications and presentations; monitors revenues and expenditures, maintaining financial responsibility and compliance within legal budget requirements; adjusts projections; researches and forecasts revenues; researches agency fees for service, fines and billing rates.
4. Prepares and analyzes reports on accounting, financial and statistical issues, including financial operations, trends, expenses, and revenues; analyzes and evaluates financial needs and resources; presents recommendations and advises management on effective use of financial resources; participates in the development and maintenance of internal business software systems such as job costing systems.
5. Facilitates, processes and administratively monitors contracts for goods and services including new contracts and amendments; completes procurement and contract request forms, and assists department staff who are project managers and technical experts by obtaining scopes of work including performance measurements, addressing department's business needs and County processes, and developing and updating cost estimates for proposed or approved change orders/modifications; liaisons with Procurement Office, County Counsel's Office and Risk Management Division to ensure conformance to County procurement and contract processes, and coordinate appropriate signature approvals at department, County Administrator and Board of County Commissioner levels; researches and resolves contract issues and disputes; tracks contract expenditures, and routes contract invoices for approval and payment within established guidelines and authority limits; manages department's contract database or other recordkeeping system, and records retention; streamlines department's contract processing procedures including revising department business practices.
6. Provides staff support to advisory boards and operating committees; coordinates or prepares meeting schedules, logistics, agendas and materials; records minutes; develops and writes staff, budget and planning reports, correspondence and research papers; presents studies and reports at work sessions and public meetings; assists in recruiting new committee members.
7. May provide legislative analysis, grant research and monitoring, and/or community relations and outreach; researches and analyzes pending legislation and proposed administrative rules to determine impact on operations and services; conducts grant research and may participate in writing formal grant proposals; manages awarded grants for compliance with program reporting requirements and regulations, with awareness of financial reporting requirements; may serve as liaison with granting agency and internal County staff; develops promotional and informational materials, and delivers presentations to communities and

outside organizations.

8. May lead the work of assigned regular and temporary administrative support staff and/or coordinate and facilitate the work of a project team; provides daily work direction; assigns work; trains employees; checks completed work and ensures completion within established time and budget constraints; provides input to management regarding hiring, performance evaluations, and disciplinary actions.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles, practices and methods of administrative, organizational, economic and procedural analysis; principles and practices of public administration and business communication; principles and techniques related to areas of assignment such as financial analysis, government accounting, budget development, and statistical research; Federal, state and local laws and regulations applicable to assigned areas of responsibility; English grammar and composition; office equipment, including personal computers and software programs.

Skill to: Research and analyze administrative, operational, financial, budgetary, procedural, and organizational issues and develop improvements in operations, policies, procedures and methods; plan and conduct research projects in statistical or narrative form; analyze issues and problems from multiple perspectives; identify alternative solutions and recommend sound, logical, fact-based conclusions; prepare clear, concise and comprehensive reports; communicate effectively, both orally and in writing; maintain compliance with County, State, Federal and other rules, regulations, and laws related to areas of responsibility; coordinate work of assigned staff or project team; establish and maintain effective working relations with County employees, external agencies and businesses, citizen and community groups, and the public; operate computer software and other office equipment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which will include national fingerprint records check. Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies and Housing Authority must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/20