



CLASSIFICATION NO. 624
Established: 3/18
FLSA: Exempt
EEO: 2

MANAGEMENT ANALYST 2

CLASS CHARACTERISTICS

Under direction, to perform independent professional management analyses and administration of financial, statistical, administrative, budget, and other operations in support of County department or division activities, functions and programs; 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 2 provides professional, journey level management support to a department or division director but may also support a mid-level manager or an advisory/operating committee. Incumbents support management by performing analysis of complex fiscal and program data and formulating recommendations to provide management with information for effective decision making and planning. The Management Analyst 2 will also take action on behalf of management to implement those decisions. Assignments range from moderate to difficult where incumbents use management as resource/subject matter experts and where independent judgement, resourcefulness and initiative is necessary to accomplish work and provide solutions to management. Incumbents apply management principles and developed subject matter knowledge to department/division operations. Assignments typically focus on financial support, statistical, budgeting, program, and/or other specialty areas.

The Management Analyst 2 differs from the Management Analyst, Senior which oversees and performs more difficult and challenging analytical assignments requiring a higher degree of independent judgement and initiative. It also differs from the Management Analyst 1 which performs assigned professional management support limited in scope and ranging from routine to moderate level, generally within a division or small department.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes and conducts administrative, management, and financial analyses and studies related to assigned issues, specialty area or program; identifies problems, determines 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; analyzes 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. Manages and coordinates defined program(s), systems or services, including researching best practices, creating work plans, monitoring revenues and expenditures, and quality control; leverages 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 department/division annual budget with a variety of 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 competing budget requests and makes recommendations based on priorities; prepares budget justifications and presentations; monitors revenues and expenditures, maintaining financial responsibility and compliance within legal budget requirements; adjusts projections; oversees, researches and forecasts revenues; reviews, researches and recommends 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; supports department project manager/administrator and technical expert staff with defining and writing scopes of work and performance measurements, drafting background statements and project narratives, and researching examples of technical specifications; recommends appropriate procurement strategies and options that address department's business needs and County processes; assists in 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 procurement and contract request forms and required documentation conform to County procurement and contract processes and receive appropriate signature approvals at department, County Administrator and Board of County Commissioner levels; researches and resolves contractor performance and payment 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. Performs grant application activities; identifies grant needs; coordinates involvement of stakeholders and assists in defining issues and impacts, and identifying measurements of success and projected goals; conducts grant research for relevant and appropriate grantors; participates and/or writes formal grant proposals including budgetary requirements; manages awarded grants for compliance with program reporting requirements and regulations, with awareness of financial reporting requirements, and advises management;

coordinates submittals of grant applications and serves as liaison with granting agency and internal County staff.

7. Researches, analyzes and reports on pending legislation and proposed administrative rules to determine impact on department/division; assists in development of legislative proposals; creates fact sheets, talking points, and presentations; acts as liaison to Public and Government Affairs Department regarding legislative efforts.
8. 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.
9. Provides positive community relations and outreach; develops, produces and distributes promotional and informational materials such as event calendars, brochures, articles and press releases; delivers presentations to communities and outside organizations; plans and organizes special events such as community fairs, and supports community coalitions.
10. May lead the work of assigned regular and temporary administrative or program 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 guidelines; 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 assigned discipline, such as financial analysis, government accounting, budget development, statistical research and legislative processes; 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; manages, coordinates and/or administers assigned area of responsibility; coordinate work of assigned staff or project team; establish and maintain effective working relationships 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 four (4) 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