



CLASSIFICATION NO. 625
Established: 3/18
FLSA: Exempt
EEO: 2

MANAGEMENT ANALYST, SENIOR

CLASS CHARACTERISTICS

Under direction, to perform complex and challenging professional management analyses and administration of financial, statistical, administrative, budget, and other operations in support of and in partnership with the senior management team of a County department or division; to participate in development and implementation of policies, practices and procedures; to lead the work of assigned support staff; 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, Senior provides professional, advanced journey level management and leadership support to a department or division director or senior management team. Incumbents have significant liaison responsibilities both internal and external to the County, and lead the work of assigned support personnel. Management support includes analysis of complex fiscal and program information, formulating recommendations to senior management, and supporting senior management's strategic decisions on operations, policies, practices and procedures. Assignments are difficult and complex requiring a high level of independent judgement and initiative to accomplish work and in partnership with senior management. Incumbents apply well-developed and advanced knowledge of management principles and subject areas to department/division operations. Assignments typically focus on financial support, statistical, budgeting, program, and/or other specialty area.

The Management Analyst, Senior 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 Policy, Performance, and Research Analyst which conducts comprehensive research studies to analyze policies, operating procedures, and performance of a County department.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Directs or conducts a variety of complex administrative, management, and financial analyses and studies related to assigned issues, programs or specialty areas which may be complex, controversial or sensitive; 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, revises, recommends and implements policies and procedures to improve management processes and maintain compliance; interprets policies, rules, regulations and requirements from other agencies; analyzes pending legislation and proposed administrative rules to determine impacts, and recommends response options.

2. Manages and coordinates assigned program(s), systems or services, including providing high level technical support, researching best practices, creating work plans, monitoring revenues and expenditures, and quality assurance and control; oversees and reconciles a variety of complex program data and issues against external constraints such as contractual agreements, laws, etc.; leverages resources to increase effectiveness; oversees and prepares financial and other reporting for areas of responsibility.
3. Represents department/division senior management both internally and externally; participates on various committees, councils, partnerships, boards, and special projects; builds and maintains effective and collaborative partnerships to promote growth in services and funding; coordinates and facilitates work of internal project teams and ensures completion of work within established time and budget guidelines.
4. Prepares and administers department/division annual budget with multiple and inconsistent/unpredictable 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, assists in determining priorities, and makes recommendations; 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; researches and develops agency fees for service, fines and billing rates.
5. 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 senior management on effective use of financial resources; ensures complete fiscal and reporting activities; participates in the development and maintenance of internal business software systems such as job costing systems; oversees or performs grant application activities involving complex proposals and/or reporting, and ensures compliance with program reporting requirements and regulations, with awareness of financial reporting requirements.
6. Directs or provides staff support to advisory boards and operating committees; conducts studies, and researches, prepares and presents staff, budget and planning reports at public meetings and work sessions; consults with County's legal counsel on public meeting and bylaw matters; coordinates meeting schedules, logistics, agendas and materials; oversees and provides positive community relations and outreach for department/division activities.
7. Leads the work of assigned administrative or program support staff; plans, assigns and reviews work; trains employees; provides input to management regarding hiring, performance evaluations and disciplinary actions.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, practices and methods of administrative, organizational, economic and procedural analysis; principles and practices of public administration, personnel

management and business communication; principles and techniques related to areas of responsibility such as financial analysis, government accounting, budget development, statistical research, legislative processes, community relations, local government operation and public meeting laws; English grammar and composition; office equipment, including personal computers and software programs; basic techniques of supervision.

Skill to: Direct, coordinate and motivate assigned personnel; communicate effectively, both orally and in writing; 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; evaluate and communicate on a variety of complex and/or sensitive issues; maintain compliance with County, State, Federal and other rules, regulations and laws related to assigned discipline; coordinate work of project teams; manage, coordinate and/or administer assigned areas of responsibility; 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 five (5) 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