

# CITY OF SIMI VALLEY

## MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, performs a wide variety of responsible analytical and administrative duties in support of an assigned department including duties in support of departmental fiscal, budget, purchasing, and human resources functions; coordinates activities within assigned department; participates in special projects and assigned programs; may manage an assigned program area; and prepares a variety of financial and statistical reports.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a wide variety of responsible professional level research as well as analytical and administrative duties in support of an assigned department including duties in support of departmental fiscal, budget, purchasing, and human resources functions.
2. Participate in the development and implementation of goals, objectives, and priorities for assigned functions; recommend and implement resulting policies and procedures.
3. Coordinate, implement, and monitor special projects within assigned department; perform complex research and analysis of new and existing programs, services, policies, and procedures; prepare and present reports.
4. Prepare comprehensive technical records and analytical and statistical reports pertaining to assigned area of responsibility including the preparation of conclusions and forecasts based on data summaries and other findings; conduct research and comprehensive data collection efforts to support analysis; select, adapt and apply appropriate research and statistical techniques; consult with City staff, outside agencies, and associations to obtain information.
5. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
6. Participate in the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; monitor cash and expenditures; make budgetary projections; prepare various financial reports as required.
7. Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.

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8. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serve as a resource.
9. Coordinate CDBG and grant administration activities; prepare, write and monitor grant applications.
10. Serve as system administrator for an assigned department; coordinate and implement information system for specific department use.
11. Participate in human resources functions; review various personnel documents and reports; provide staff training to department personnel as assigned; as it pertains to payroll, assist in the interpretation of employees' Memoranda of Understanding.
12. Attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility.
13. Coordinate purchasing activities for assigned department; approve, sign and issue purchase orders; authorize payments to vendors.
14. Assist in department records management; ensure compliance with the City's Records Retention and Destruction Schedule.
15. Assist in preparing and negotiating contracts for assigned department; prepare bids and requests for proposals; review responses; award contracts; perform contract administration duties including monitoring compliance with applicable contractual agreements; recommend modifications as appropriate.
16. Provide staff assistance to assigned management staff; participate on a variety of boards, commissions and committees; prepare and present staff reports to City Council.
17. Routinely use the City's Enterprise Resource Planning (ERP) System; provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; maintain system and end user documentation and procedures.
18. May oversee the work of lower level administrative support staff.
19. Respond to and resolve difficult and sensitive citizen complaints and inquiries.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of public administration and program development.
- Operations, services and activities of assigned program area.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of program, statistical, and financial analysis.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting.
- Modern office procedures, methods and equipment including computers and supporting applications.

Functions and capabilities of an Enterprise Resource Planning System.  
Principles of business letter writing.  
Basic principles of supervision and training.  
Principles and practices of record keeping and records management.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Perform professional level administrative and analytical duties in support of assigned department.  
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.  
Participate in various organizational studies and analyses.  
Research, analyze and evaluate programs, policies and procedures.  
Collect, evaluate and interpret complex information and data.  
Prepare clear and concise administrative and financial reports.  
Maintain accurate and complete records on programs and operations.  
Assist with budget preparation and administration.  
Operate office equipment including computers and supporting applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Maintain a variety of ledgers, logs, records, and reports.  
Supervise, organize and review the work of lower level staff as assigned.  
Respond effectively to difficult and sensitive public inquiries.  
Provide high quality customer service.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

**Experience:**

Three years of increasingly responsible professional analytical and administrative experience related to assigned area.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting and occasional field environment with travel from site to site.

**Physical:** Sufficient physical ability to work in an office setting; sit, walk, or stand for prolonged periods of time; lift light to moderate amounts of weight; operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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**Hearing**: Hear in the normal audio range with or without correction.

Adopted: December 2003  
*Johnson & Associates*

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