

## Class Title: Management Analyst III

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, develops, analyzes, and prepares studies and research projects. Provides sufficient detail to support departmental long-term planning, problem-solving, and management action. Provides advanced analytical, communication, and coordination services.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Conducts a variety of research and other assigned projects by compiling and reviewing internal and external organizational information, preparing position and issue papers; and recommending changes for management consideration; analyzes problem areas in service delivery and formulates recommendations for improvements; serves as a staff resource.
2	S	Consults with senior departmental managers and provides advice and counsel on management issues, organizational structure, feasibility, and the potential impact of varying courses of action; coordinates interdepartmental program elements with Citywide goals.
3	S	Participates in budget process by compiling and providing cost information to departmental or senior management and other staff; and analyzes information for management reports; ensures that costs are accurately reflected by reconciliation and maintenance of various tracking systems.
4	S	Promotes communication by preparing a variety of materials to disseminate program and policy information on a departmental or Citywide basis on senior or executive management's behalf.
5	S	Assists management by constructing sensitive documents and correspondence, producing special research reports, serving as liaison on internal and external issues, participating in task forces and special issue meetings and coordinating various projects.
6	S	Promotes communication by preparing a variety of materials to disseminate program and policy information on a departmental or Citywide basis on senior or executive management's behalf.
7	S	Performs related duties by touring neighborhood areas, monitoring events for community access to city hall, conducting research projects and long-term plans, reviewing expectations for accuracy, validity and variances, designing work plans and studying similar organizations for new ideas.

CSC Adopted: October 2001, CSC Revised: January 2015

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Four years' experience in data analysis or related field; or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment
Reading	Work requires the ability to read policies and procedures, training materials, statistical analysis, financial reports and written procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as financial calculations.
Writing	Work requires the ability to write reports and analyses, position papers, program proposals, ordinances, budget requests, contracts and letters.
Managerial	Managerial responsibilities include developing and implementing departmental programs, monitoring programs and analyzing operational processes.
Budget Responsibility	Budget responsibility includes compiling and providing cost information to departmental or senior management and other staff; and analyzing information for management reports; may research and prepare recommendations leading to decisions on citywide budget expenditures.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with citizens, community groups and individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001, CSC Revised: January 2015

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. Occasionally, 10 lbs. Frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, meetings
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from departments and offices, to/from office equipment
Lifting	R	Office supplies, files, folders, informational materials, books
Carrying	R	Office supplies, files, folders, informational materials, books
Pushing/Pulling	R	Chairs, tables
Reaching	R	Items on shelves
Handling	O	Office supplies, files, folders, informational materials, books, office equipment, forms, paper
Fine Dexterity	F	Computer keyboard, writing, adjustments to equipment
Kneeling	R	Filing in file cabinet
Crouching	R	Filing in file cabinet
Crawling	N	
Bending	R	Filing in file cabinet, pick up papers, files, folders
Twisting	R	To/from desk to floor
Climbing	O	Stairs
Balancing	R	Carrying numerous items
Vision	C	Computer, desk work, reading, writing, filing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisor, personnel from various City departments, stage and community agencies, meetings
Talking	F	Telephone, co-workers, supervisor, personnel from various City departments, stage and community agencies, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, motor vehicle, Standard Microsoft Windows and Office software, Internet; scanner

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)