

CSC Adopted: October 2001, CSC Revised: March 2016

Class Title: Management Analyst I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs financial duties, project management, administrative duties and special projects related to the work of the department.

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	Performs financial duties for the department by posting data to the general ledger, reconciling bank statements, preparing the budget, preparing year end schedules and reports and processing payroll and accounts payable.
2	S	Performs project management for the department by collecting, examining and presenting records and information for various projects, conducting open space, park and trail planning, developing departmental directives, policies and procedures and conducting management and operational analysis.
3	S	Performs administrative duties by analyzing benefit calculations, carrying out full administrative responsibilities in the supervisor's absence and composing monthly reports or newsletters.
4	S	Performs related duties by serving as administrator of various programs, assisting personnel with software and hardware issues and performing other duties as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a professional business field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years' experience in data analysis or related field, or an equivalent combination of education and experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read financial reports, city codes, financial surveys, investment reports, actuary data, auditing data, medical reports and meeting minutes.
Math	Work requires the ability to perform complex math calculations such as addition, subtraction, multiplication and division as well as complex accounting functions and determining benefits.
Writing	Work requires the ability to write letters, reports, benefits handbook, system layouts, procedures, accounting statements and schedules.
Managerial	Managerial responsibilities include monitoring retirement and incentive programs and system implementation.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job may have limited 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 individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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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, use of folder/sealer machine
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, to/from various departments
Lifting	F	Office supplies, files, forms, manuals, books, handbooks
Carrying	F	Office supplies, files, forms, manuals, books, handbooks
Pushing/Pulling	F	File drawers, boxes, computer components
Reaching	F	Books from shelves, files from cabinet
Handling	F	Office supplies, files, forms, manuals, books, handbooks, boxes, computer components
Fine Dexterity	C	Computer keyboard, calculator, adding machine, writing
Kneeling	O	Check computer connection, change components
Crouching	O	Check computer connection, change components
Crawling	O	Check computer connection
Bending	F	Loading paper into printer, filing in file cabinet drawers
Twisting	O	Handbook assembly, working with printer/sealer
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, use of folder/sealer, office equipment
Hearing	C	Telephone, co-workers, supervisor, programmers, payroll leader, vendors, project managers, meetings
Talking	F	Telephone, co-workers, supervisor, programmers, payroll leader, vendors, project managers, 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, adding machine, paper shredder, high capacity printer, folding/sealer machine, Standard Microsoft Windows and Office software, Payroll software, Pension software, accounting software, budget system

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	M
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	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)