

CSC Adopted: October 2001, CSC Revised: March 2016

Class Title: Management Analyst II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Works with the supervisor and consultants to organize and structure departmental programs. Participates in the departmental budget process and coordinates grant activities and proposals and serves as the departmental coordinator of the city's financial system. Reviews and maintains departmental policies and procedures, designs and coordinates studies and projects and promotes public relations. Assists supervisor with administrative responsibilities for division and performs related duties as required.

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	Develops and recommends strategies and policy alternatives by performing financial analysis and presenting findings to management to obtain consensus. Solicits the assistance of various city personnel and consultants to accomplish project objectives, provide analysis and develop documents consistent with project plans. Prepares materials to solicit bids and other offers and monitors the progress and quality of the work.
2	S	Assists in administrative duties by answering telephone calls, updating files, ordering supplies, preparing correspondence, council responses, notifications of policy and various reports, reviewing and authorizing vendor payments, maintaining the calendar, supervising office support personnel, maintaining emergency and stand-by rosters, preparing for presentations, updating personnel files, organizing agendas and meetings with various directors and commissions, developing and preparing proposals, summaries and reports on agenda items and coordinating meetings.
3	S	Manages the departmental budget process by monitoring expenditures for program budgets, using historical revenue collection data, analyzing and preparing projection worksheets, monitoring and assessing environmental conditions, consulting with city personnel, consultants and other sources, preparing the operating budget and budgetary updates, monitoring operating budget expenditures throughout the year, performing year-end reconciliation, processing garnishments, bankruptcies, child support payments, savings bond purchases, state and property tax liens and pay lines and performing all work necessary to affect a new budget.
4	S	Coordinates grant activities and proposals by researching, identifying and communicating grant funding opportunities, collecting related input and statistical data for grant proposals, preparing and submitting proposals in accordance with stated guidelines, ensuring compliance requirements are maintained, monitoring financial records and managing program funds, budgets and contracts.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	S	Serves as the departmental coordinator of the financial system by coordinating system upgrades, managing, resolving and communicating fiscal matters to employees and their divisions, designing and leading audits to ensure adherence to rules and regulations, preparing the Capital Improvement Program and special projects for submission and preparing reports on fiscal, budget and other financial matters.
6	S	Reviews and maintains departmental policies and procedures by revising the operating procedures manual, studying and recommending strategies to improve overall efficiency and effectiveness in the division, developing goals and objectives and composing and distributing monthly reports.
7	S	Designs and coordinates studies and projects by collecting and analyzing data on processes and problems, conducting research projects, addressing management decisions related to personnel, policies, procedures and organizational structure, compiling and presenting findings, recommending improvements and assisting with their implementation.
8	S	Promotes public relations by speaking to citizens and local newscasters, writing articles, creating brochures for public education, developing newspaper advertisements and press releases, responding to citizen complaints and inquiries and notifying the general public of department services, activities and projects.
9	S	Performs related duties by maintaining the department web page, coordinating and drafting department position papers and city ordinances, participating on special committees and related training sessions and preparing project updates.

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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	Three 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 documents, legal contracts, development agreements, bond legal transcripts, official statements, prospectus, feasibility studies, operating and capital budgets, rating agency analysis, letters of credit, bond insurance documents, disclosure statements and requests for proposals, promotional and educational materials. Requires professional writing ability combined with technical editing capability.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as understand the basics of bond math perform time value of money calculations and create financial analysis models.
Writing	Work requires the ability to write offering documents, special reports, rating agency presentations, policies and procedures, feasibility studies, disclosure statements, plans, analysis and requests for proposals.
Managerial	Managerial responsibilities include managing professional staff and support staff including planning, coordinating and administering programs acting as liaison with consultants, managing outstanding debt and developing the departmental budget.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness. And realigning work as needed. It may also require the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
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, review of projects, presentations, supervision, observations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from meetings, inter-office, to/from office equipment, to/from various departments
Lifting	O	Office supplies, files, folders, stacks of paper, presentations, proposals
Carrying	O	Office supplies, files, folders, stacks of paper, presentations, proposals
Pushing/Pulling	R	Chairs, doors
Reaching	O	Telephone, files in file cabinet drawers
Handling	O	Office supplies, files, folders, stacks of paper, presentations, proposals, telephone
Fine Dexterity	C	Computer keyboard, calculator, writing, use of office equipment
Kneeling	R	Accessing files in file cabinet drawer
Crouching	R	Accessing files in file cabinet drawer
Crawling	N	
Bending	O	Accessing files in file cabinet drawer
Twisting	O	To/from desk to telephone, to/from desk to file cabinet, within workstation
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, presentations, supervision, observations
Hearing	C	Telephone, co-workers, staff, supervisors, management, consultants, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisors, management, consultants, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, scanners, typewriter, Standard, Microsoft Windows and Office software, mainframe accounting programs, Advantage Financial System software (AFIN), Internet/Intranet

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)