

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

MANAGEMENT ANALYST II

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	
Classification Series:	Management Analyst Series	Resolution No.:	
FLSA Status:	Non-Exempt		

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

DEFINITION

Under general supervision, this experienced professional analyst position performs a wide variety of administrative duties in connection with the day to day operations of the City and department projects and programs, federal and state funded programs, fiscal and research projects and performs related duties as required.

EXAMPLE OF 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.

Depending upon the department which assigned, the position(s) in this classification may perform the following essential duties:

- Researches, investigates and analyzes departmental and interdepartmental operations and administrative issues, including functions, organization structures, record procedures involving forms, documents and payrolls, work output and workload, expense control, layout and equipment;
- Prepares organization and work flow charts, spreadsheets, policy and procedural manuals and written reports using automated equipment and a variety of computer software packages;
- Assist in the preparation of department or program budget, and monitors expenditures;
- Plans, organizes, prepares materials and makes presentations at public meetings;
- Researches public and private grant programs and assist in preparation of grant application. Assist in negotiating and preparing contracts between the City and community service providers and monitors contract compliance;
- Researches and tracks legislation and conducts surveys and studies related to community or departmental projects. Analyzes resulting data and prepares oral or written presentations;
- Attends workshops and seminars and presents information to appropriate personnel for follow-up action;
- Serves as department liaison with other departments or outside agencies;
- Plans and coordinates projects with other departments;
- Confers with City officials and employees on matters of administration, finance, and operation;
- Assists in special projects undertaken for purposes of standardization, efficiency, and economy;
- Assist in development and design of programs based on need;
- Assist in preparing request for proposals and managing contracts;
- Prepares correspondence, compiles and analyzes data;
- Response to public inquiries and complaints;

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- Designs and implements systems and forms for use in operations;
- Attends meetings as appropriate;
- May supervise and evaluate subordinate employees;
- Prepares renderings, charts, maps, diagrams and models for presentation from data gathered personally or by other staff, using automated equipment, drafting or drawing techniques;
- Maintain the confidentiality of privileged information which he/she may be exposed to during the course or duties;
- Monitors legislation and developments related to their impact on City operations and programs; recommends and implements policy and procedural improvements;
- Established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner;
- Performs other related duties as assigned.

MINIMUM 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:

- Budgetary process and procedures;
- Analyses techniques, and trends affecting municipal government;
- Business practices and procedures;
- Statistical methods and research techniques;
- Applicable federal, state and local laws, codes and regulations;
- Basic principals on grant applications and proposal preparation;
- Basic principles of mathematics;
- Standard office procedures, practices and equipment;
- Methods and techniques for record keeping and report preparation and writing.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications.

Ability to:

- Prepare and monitor contracts;
- Make effective oral, written and comprehensive presentations;
- Organize and conduct research projects;

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- Use graphic skills, and while not required, is highly desirable;
- Design and implement work flow systems;
- Attend evening meetings, including City Council;
- Collect, analyze, and interpret data;
- Analyze complex issues and problems, evaluate alternatives, and recommend practical solutions;
- Organize and prepare effective grant applications and proposals and administer grant;
- Prepare, administer, and monitor departmental, program and project budgets;
- Perform mathematical calculations quickly and accurately;
- Interpret, explain, and apply applicable laws, codes and regulations;
- Read, write, comprehend, and follow written and oral instructions;
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments;
- Work independently and as part of a team;
- Make sound decisions within established guidelines;
- Analyze a complex issued and develop and implement an appropriate response;
- Observe safety principles and work in a safe manner;
- Communicate effectively and concisely, both orally and in writing;
- Establish and maintain smooth effective working relationships and resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interprets the municipal code, MOU's, administrative policies and departmental rules and other City policies relate to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a team work environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;

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- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training 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:

- A Bachelor’s degree in Public Administration, Business Administration, Urban Planning, or a closely related field from an accredited college or university. A Masters’ degree in Public or Business Administration or a closely related field is desirable.

Experience:

- Two (2) years or more of responsible Administrative or Management Analyst experience, preferably with a government agency.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.