

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

MANAGEMENT ANALYST

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Management Analyst Series	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

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 direction, to perform professional level administrative and analytical work, including comprehensive and sensitive special projects and studies, in the areas of departmental management, budget and operations.

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

- Researches, and studies organizational and administrative issues, such as budget analysis, and prepares comprehensive written reports;
- Prepares correspondence, compiles and analyzes data;
- Prepares renderings, charts, maps, diagrams and models for presentations from data gathered personally or by other staff, using automated equipment, drafting or drawing techniques;
- Assists in field investigations and surveys, such as gathering data and contacting the public regarding planning ordinances and zone violations, conducting salary surveys and gathering classification information;
- Assists in preparation and administration of examinations including grading and preparation of statistical studies using automated equipment;
- Assists in identifying and evaluating existing and proposed community service delivery systems;
- Assists in responding to routine citizens inquires and complaints;
- Assists in the design and implementation of systems and forms for use in operations;
- Attends meetings as assigned;
- Assists in maintenance of subsidiary ledgers and journals, posting, drawing up trial balances, preparing financial statements and cash receipt vouchers, audits departmental receipts;
- Assists in providing information to other departments, public and other agencies;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner; and
- Performs other related duties as assigned or as the situation requires.

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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:

- Principles and practices of public policy and administration;
- Basic budgeting process and procedures;
- Analysis techniques, and trends affecting municipal government;
- Statistical methods and research techniques;
- Applicable federal, state and local laws, codes and regulations;
- Basic principles of grant application and proposal preparation;
- Standard office procedures, practices and equipment; and
- Methods and techniques for record keeping and report preparation and writing.

Skills:

- Possess skills to word process general correspondence, spreadsheets, and reports using a personal computer and software application.

Ability to:

- Establish and maintain effective working relationships;
- Conduct research projects;
- Use graphic skills, while not required, is highly desirable;
- Collect, analyze, and interpret data;
- Organize and prepare effective grant applications and proposals;
- Perform mathematical calculations quickly and accurately;
- Research, interpret, explain, and apply applicable laws, codes and regulations;
- Read, interpret, and record data accurately;
- Organize, prioritize, and follow-up on work assignments;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate effectively and concisely, both orally and in writing;
- 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;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;

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(Continued)

- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work additional time as requested;
- Assume responsibility for maintaining a safe working environment; and
- 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, or a closely related field from an accredited college or university.

Experience:

- One (1) year of administrative experience with a local 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.