

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR 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 general supervision, this experienced mid-management professional analyst position exercises consistent discretion and independent judgment, performs a wide variety of administrative duties in connection with the day to day operations of the City and departmental 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 for which assigned, the position(s) in this classification may perform the following essential duties:

- Represents the City to community organizations, and other government agencies and the general public;
- Researches, investigates and analyzes departmental and interdepartmental operations and administrative issues, including but not limited to functions, organization structures, record procedures involving forms, financial records, 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;
- Prepares and is responsible for or assists in the preparation and administration of department or program budget;
- Plans, organizes, prepares materials staff reports and makes presentations to the general public, to the City Manager, City Council, department heads, and other government agencies;
- Researches public and private grant programs and plans and prepare for grant applications and then manages grants;
- Assist in negotiating and preparing contracts between the City and community service providers and monitors contract compliance and administration;
- Researches, monitors, 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;

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- Coordinate and assist with Human Resources issues/problems in department and/or division;
- Plans, designs and implements monitoring systems for marketing, communications and other programs and activities;
- Administers or coordinates Recycling Programs, Household Hazardous Waste, Water Policy and Conservation;
- Administers or coordinates programs such as Used Oil Collections, Beverage Containers, and Solid Waste Collections;
- Coordinate applicant processing including background checks, police polygraph, psychological exams, and interviews;
- Coordinate new employee orientation and issuing of equipment, uniforms and ID cards;
- Coordinate employee training programs, administer, and oversee employee training records;
- Serves as department liaison with other departments or outside agencies;
- May act as department liaison between contractors and residents or commercial accounts to handle customer service issues and complaints;
- Plans and coordinates programs and/or projects and submits required related reports to other departments or government agencies;
- Confers with City officials and employees on matters of administration, finance, and operation;
- Prepares, manages and implements request for proposals and the bid process;
- Coordinates resources from other departments to develop and implement projects or programs;
- Conduct in special projects undertaken for purposes of standardization, efficiency, productivity and economy;
- May manage departments or divisions technology equipment;
- Prepares renderings, charts, maps, diagrams and models for presentation from data gathered personally or by other staff, using automated equipment, drafting or drawing techniques;
- Coordinates activities with technical and professional consultants, contractors, and City staff;
- Conducts development and design of programs based on need;
- Prepare requests for proposals and managing contracts;
- Recommends and implements policy and procedures;
- Prepares correspondence, compiles and analyzes data;
- Response to public inquiries and complaints;
- Designs and implements systems and forms for use in operations;
- Attends meetings as appropriate;
- May supervise and evaluate and train subordinate employees;
- Maintain the confidentiality of privileged information which he/she may be exposed to during the course or duties;

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- 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; and
- Performs other related duties as assigned or as situations requires.

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:

- Appropriate professional field or technology;
- 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:

- Conduct long-term planning and manage project or programs;
- Prepare and monitor contracts;
- Make effective oral, written and comprehensive presentations to large groups;
- Coordinate groups of people and/or resources effectively;
- 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;

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- 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 issue 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;
- 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;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime 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.

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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:

- Five (5) years or more of responsible Administrative or Management Analyst experience, involving budget, management, organization, Human Resources or other related function, preferably with a government agency including one (1) year or more years of supervisory experience.

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.