



PERSONNEL COMMISSION

Class Code: 5284
Salary Range: 44 (M2)

MANAGEMENT ANALYST

JOB SUMMARY

Under administrative direction, drive the improvement of services through complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout necessary to implement service improvements; develop and recommend changes to existing business processes; provide support to change management plans and processes; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Collaborate with management employees to develop or modify District policies and procedures for conducting effective administrative or budgetary analyses; develop and recommend changes to existing business processes. **E**
- Utilize data analytics to assess business processes conformance with established performance requirements; deliver detailed recommendations to District administration and a variety of stakeholders; provide support to change management plans and processes. **E**
- Develop and conduct research and statistical studies and prepare complex reports relative to policies, organization structure, facility requirements, budget allocations, work load, equipment purchases and use, and office space and layout. **E**
- Analyze business processes and systems for integration with technology and make recommendations on the use of technology programs to improve operational efficiency and overall services; provide training to staff on the use of data and various technology platforms. **E**
- Prepare organizational, departmental and work flow charts; prepare or assist in compiling and writing a variety of periodic and special reports. **E**
- Survey private firms and public jurisdictions to determine their procedures and methods for solving various issues. **E**
- Observe deviations from established standards in operating methods and employee performance and analyze and write reports recommending corrective measures. **E**
- Collaborate with District personnel and representatives of other public jurisdictions and private firms in regards to research projects, studies, and related issues. **E**
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; maintain confidentiality of sensitive and privileged information. **E**

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Participate in the development of annual budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ***E***
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues and concerns. ***E***
- Attend and participate in a variety of meetings related to assigned activities; serve on assigned committees; prepare and deliver oral presentations as requested. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Management Analyst drives the improvement of services by developing and conducting complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout. The work is performed under the administrative direction of the Chief Business and Financial Officer, with wide latitude for the exercise of independent judgment and initiative in planning and conducting studies.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of management, administration, organization, and business relationships.
Office layout, work simplification, research techniques, statistics and statistical procedures.
Budgetary procedures and methods.
Accounting, data processing, and public personnel procedures and practices.
Research methods and report writing techniques.
Writing skills to prepare clear and concise written reports.
Analytical and problem solving techniques.
Principles and practices of change management.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Record-keeping techniques.
Public speaking techniques.
Mathematical computations.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.

Ability to:

Plan, organize, and conduct investigations and research studies and to analyze data, methods, and procedures.

Utilize modern data processing procedures, including online systems.

Compile, organize, and present data in graphic, pictorial, tabular, written, and oral forms.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

Budget preparation and control.

Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.

Interpret, apply and explain policies, rules, regulations and procedures.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise and evaluate the performance of assigned staff.

Meet schedules and timelines.

Plan, prioritize and organize work.

Work independently with little direction.

Prepare and deliver oral presentations.

Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field.

Experience:

Three years of experience involving analysis of organizational efficiency, cross-functional business units, personnel, budget, administration, or related subjects.

A master's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field may be substituted for one year of the required experience.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.