



## Management Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
067	Exempt	2- Professionals	Unrepresented	6	2-13-13	13-011

**DEFINITION:** Under general direction, performs a full range of complex and often sensitive professional analytical work; and conducts special assignments, as assigned.

**REPORTS TO:** An assigned Executive, department Director, or department Manager; or designee.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to:**

- Conducts a variety of complex qualitative and quantitative analyses using statistical methods to sample, evaluate, and analyze operational, confidential, and sensitive personnel, performance metrics, and budgetary data.
- Researches, compiles, and prepares financial and accounting data for studies and reports; and prepares graphs, charts, and other statistical information from databases for the purpose of analyzing information clearly and efficiently.
- Conducts special research projects, including gathering, compiling, and analyzing information; provides alternatives, and makes recommendations on alternative courses of action.
- Formulates and presents recommendations and strategies for process improvement.
- Confers with District staff in various departments, coordinates activities, and conducts on-site meetings and interviews to gather data and information.
- Prepares feasibility, operational, and management studies, and justifications for staffing levels, facilities and equipment usage; and proposes new policies and/or revisions to existing policies.
- Drafts reports, summaries, press releases, and newsletter articles on research and planning projects; and gives oral presentations to various audiences.
- Participates and/or leads administrative and/or operational projects, as assigned.
- Designs and manages databases; and establishes data quality control practices and procedures.
- Assists with the preparation of requests for proposals, and evaluation proposals from contractors; and monitors contractors' work.
- Provides assistance to department management in the development, administration, and monitoring of a department budget.
- Performs light administrative support functions for the assigned department; including responding to inquiries via email, telephone, and fax; and completes forms and paperwork.
- Maintains a variety of records, databases, and files.
- Performs related duties as required.



## Management Analyst

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, practices, and methods of statistical, and organizational analysis; principles of accounting and budget preparation and administration; English usage, spelling, grammar, and punctuation; business letter writing, business mathematics; current office methods, practices, procedures, and equipment; record keeping and bookkeeping methods and procedures; current software for statistical analysis, databases, process-mapping, spreadsheets, word processing, and presentation at the intermediate level of proficiency.

**Ability To:** Quickly learn, understand, and accurately analyze District processes, policies, and procedures, as well as pertinent laws, codes and regulations; gather and analyze complex data and information from a variety of sources, and make recommendations for process and policy improvement; prepare well organized written and oral reports and presentations; work independently and as a team member under multiple deadlines; maintain confidentiality; communicate effectively in English, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's degree in Business Administration, Public Administration, or a closely related field.

**Experience:** Three (3) years of recent and verifiable professional level experience in the gathering and analysis of data and information in a business setting.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to travel to and between District facilities to attend meetings and conduct field studies.

**Special Requirements:** (1) Must possess or obtain and maintain a California Class C Driver License, and meet the District's safe driving standards.

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