

**CLASS SPECIFICATION**  
**Senior Management Analyst**

**GENERAL PURPOSE**

Under general supervision, performs complex and responsible administrative, financial, statistical and other management analyses in support of City and departmental activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policy, procedure and legislative positions; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Management Analysts perform complex and responsible analyses and studies on a wide range of management, administrative, financial, facilities and other organization issues in support of the planning and execution of City-wide or department goals and objectives. Incumbents are expected to define and apply appropriate study methodologies and utilize sound analytical tools and techniques to achieve sound, reliable, fact-based conclusions and recommendations. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved. Senior Management Analysts also provides lead supervision of other professionals and support staff within assigned area of responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, organizes and conducts complex administrative, management and legislative analysis studies relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.
2. Performs difficult and responsible assignments in connection with preparation and management of large complex operating and capital budgets; develops multi-year revenue and expenditure projections and cash flow analyses for multiple revenue sources; prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; drafts budget request reports and documents; prepares budget adjustment requests.
3. Administers contracts for construction projects; tracks contract amendments and scope of work change orders; monitors progress and performance against contract requirements and provides reports to department managers and engineering project managers; drafts contract correspondence; prepares and maintains documentation on a wide variety of contract and contract administration issues.

4. Sets up contractor progress payments; performs detailed review and analysis of contractor invoices to ensure conformance with work schedules, contract provisions and budget; requests additional information and invoice modifications to ensure compliance with contract terms and conditions; briefs management on contract management problems and disagreements and recommends appropriate courses of action; recommends the payment of contractor invoices following engineering review; prepares journal entries to correct invoicing and expenditure errors.
5. Reviews, tracks, analyzes and interprets proposed legislation on matters related to City programs, operations, policies, financing and other relevant issues; distributes proposed legislation to departments for feedback; compiles feedback and drafts position papers and correspondence; drafts regular legislative status reports to management and City Council; maintains the legislative database; meets with local legislators' representatives to discuss priority City issues.
6. Drafts proposed contracts and agreements and a variety of other supporting documents; monitors contract performance and expenditures; approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; transmits contracts for required City approvals and execution; consults with the City Attorney's office on difficult contractual issues.
7. Conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
8. Drafts a wide variety of materials, including reports, procedures, manuals, communications memoranda, presentations, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; gathers data, maps and other supporting materials and develops recommendations, staff reports to City Council and a variety of other written materials; drafts, publishes and posts public notices.
9. Provides technical assistance to department or division staff by conducting research and drafting documents and materials for review; develops data collection tools, including surveys and questionnaires; analyzes program and operational data and develops recommendations to improve productivity and effectiveness; responds to requests for information from the public.
10. Provides lead work direction and guidance to staff within assigned area of responsibility to ensure a high performance, service-oriented work environment which supports achieving department and City mission, strategic plan and objectives; develops, recommends and implements work processes and procedures to streamline department work flow; assists staff in interpreting laws, regulations, policies and rules.
11. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development

#### **OTHER DUTIES**

1. Manages and performs a variety of difficult and responsible special projects as assigned.

2. Represents the City or department on committees and in a variety of meetings and other functions applicable to areas of responsibility.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and methods of administrative, organizational, financial and procedural analysis.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
3. Principles, practices and methods of municipal budget development and management.
4. Basic principles, tools and techniques of project planning and management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Record keeping practices and procedures applicable to areas of assigned responsibility.

### **Ability to:**

1. Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Coordinate multiple, complex projects and meet critical deadlines.
3. Collect, evaluate and interpret myriad data, either in statistical or narrative form.
4. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
6. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

**Education, Training and Experience:**

A bachelor's degree in finance, public or business administration or a closely related field. A minimum of five years of progressively responsible professional experience performing administrative, operations, budgetary and similar analyses. Experience in a governmental agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of management, employees, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.