



Management Analyst (Confidential)

Department/Division:	Management Services or Human Resources
Reports To:	Director, manager, or professional position
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Civil Service Status:	Classified
Bargaining Unit:	Unrepresented/Confidential
Created:	April 28, 2012
Last Updated:	January 1, 2017

GENERAL PURPOSE

Under general supervision, coordinates, performs, and administers a variety of management analyses, as well as professional, technical, and administrative functions in support of departmental and City programs and services; provides staff support to committees, commissions, and other bodies, as assigned; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Management Analyst provides analytical support to assigned professional, supervisory, and management level personnel. The Management Analyst is distinguished from division heads and department directors who exercise line supervision over regular exempt staff and who have larger programmatic and functional responsibilities, and budgetary accountabilities.

ESSENTIAL FUNCTIONS

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 the class.

1. Plans, organizes, and conducts administrative or management surveys and analyses; researches and collects required information as part of staff reports and correspondence.
2. Coordinates City programs and services, depending upon departmental assignment; acts as liaison with other agencies and confers with community groups, regional representatives, contractors, vendors, staff, and the general public.

ESSENTIAL FUNCTIONS (continued)

3. Analyzes alternatives and makes recommendations in areas such as City practices, staffing, facilities, equipment use, costs, and other changes to improve services and compliance with regulations.
4. Discusses program findings and alternatives with management staff and prepares reports containing study background, findings, and conclusions.
5. Responds to public, commission, and committee requests for information, and researches issues, complaints, or problems that are reported.
6. Administers professional services contracts for departmental programs and services.
7. Writes technical reports, articles, correspondence, and prepares supporting recommendations, including charts, graphs, maps, and technical exhibits that are used for major departmental reports.
8. Participates in developing and administering departmental or City budgets, including researching practices, specifications, and requirements, and determining appropriate funding and expenditure levels.
9. Reviews, evaluates, and updates forms and manuals.
10. Serves as departmental or City representative or staff liaison to committees, commissions, regional bodies, community groups, and task forces; makes staff presentations to these organizations and the City Council.
11. Develops, coordinates, and implements training workshops and briefings.
12. Coordinates the research, development, and review of grant applications and performance reports.

QUALIFICATIONS GUIDELINES

Knowledge of:

Laws, regulations, and ordinances related to departmental assignment; principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; financial and statistical methods; budgeting practices; project management techniques; program evaluation methods; contract administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability to:

Conduct research and analyze laws, regulations, contracts, policies, and standards related to human resources and management programs and services; administer and participate in surveys; draft and present study findings and conclusions; establish and maintain effective working relationships with staff, management, vendors, consultants, brokers, the City attorney, the general public, and others encountered in the course of the work; organize and prioritize tasks to meet deadlines; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics and other applications software.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration, Human Resources Management, or a related field is required. Two years of responsible analytical and professional experience involving analysis, report preparation, and administrative studies, is required.

Licenses; Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with management, staff, vendors, consultants, brokers, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.