

CITY OF OLYMPIA	DATE PREPARED	7/02
CLASS SPECIFICATION Management Analyst	JOB CODE	1346
	SALARY RANGE	056
	FLSA STATUS	Exempt
	REVISED	5/2003

Function: Under general direction, positions in this classification initiate, plan, coordinate, evaluate and manage complex technical and administrative projects and programs. Positions in this classification work for and report directly to division managers with no intermediate supervision or control.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed by positions in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Series Concept: This classification is the intermediate level of special senior management support in the classification series of Management Assistant, Research Analyst, Management Analyst, and Senior Management and Policy Analyst. It is distinguished from other classifications in the series by degree of complexity and self-initiated nature of the polices, projects, and program(s) and the level of department visibility and impact. Complexity and department visibility and impact may be measured by the number of projects assigned, exercise of a significant leadership and strategic planning role within a given department, number of project teams and staff members involved and/or teams supervised, the breadth and difficulty of goals and objectives to be achieved, and by the scope of long-term department and community impact. Positions in this classification may lead inter-disciplinary project teams. These classifications are distinguished from a variety of other classifications by the combination of and department-wide scope and impact of the research-oriented, analytical, and technical duties, which characterize these positions.

A majority of the following factors must be present to be assigned to the Management Analyst classification:

- must be identified as the department or division representative to the community for policy initiatives, operations, projects, or department level services
- must have responsibility for the image of the department’s programs to the community and the media
- must make both presentations and recommendations to department Management on policy issues
- must make effective recommendations on implementation department policy issues
- work product must have wide-ranging/inter-related impacts on the department.
- must include coordination of policy, project, and program efforts with other City departments

Management Analyst Class Spec

July 2002

Page 2

Examples of Duties

Conduct financial and policy analysis. Develop and implement short and long range plans; gather, interpret, and prepare data; submits grant applications; coordinates department projects with other departments, divisions, and agencies as needed. Develop and recommend policies, procedures, and standards for the department. Communicates plans, policies, and procedures to staff and the general public. Perform cost control activities; monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare and process annual budget requests. Coordinate the preparation and submission of division and department budgets as assigned. Assist with planning and implementation of department budget. Anticipates and responds to requests for public information of a sensitive nature which may involve legal liability. Provides technical expertise and staff liaison to intra-departmental project teams, and other departments for the resolution of complex policy and/or operations issues. Applies analytical and interpersonal skills and experience to operations and management problems. Conducts future oriented, proactive, and ongoing research into management issues of importance to the department. Participate in the formulation of labor relations and negotiation strategies, proposals, and recommendations. Evaluates department policies for consistency, clarity, application, impact, and compliance with latest laws, regulations, and department objectives. Analyze department operations and make recommendations for changes and improvements in work organization, cost accounting systems, internal cooperation, and provision of department-wide services. Develops reports, recommendations, policies and procedures. Reviews and interprets conflicting regulations, grant guidelines, pending legislation and department policies.

Contacts: The Management Analyst has regular contact with department staff at all levels, senior executives and management personnel. There may be occasional but significant contacts with elected officials, representatives of public and private agencies and organizations, community groups, boards, commissions, the media, and members of the public.

Supervision: May serve as leader of a project team.

Accountability: A Management Analyst is accountable to a manager and to the department management team for the successful completion of all or assigned projects, duties, and responsibilities.

Working Conditions: Work is usually performed in a busy office environment where frequent interruptions and interpersonal communication with other staff members is the norm. Work is generally performed under demanding and potentially stressful competing deadlines and priorities. Some evening and weekend work may be required. Incumbents are expected to exercise independent judgement and discretion in the choice of work methods, personal deadlines and the nature of recommendations made. Incumbents work with detailed, complex, and sensitive materials and exercise communications, consensus building and human relations skills as a routine part of the job.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

Knowledge of:

- department goals, policies, procedures, and technical operations.
- municipal administration and the principles and practices of budgeting
- municipal organization, operations, policies, and objectives
- principles and practices of effective verbal, written, and multi-media communication
- interpersonal skills and effective use of patience, tact, and courtesy
- research techniques and procedures
- modern office practices, procedures, and equipment
- financial and policy analysis
- principles and practices of project management

Skill in:

- Organization and presentation of oral reports
- Use of personal computer for word processing, database, spreadsheet, and presentation applications

Ability to:

- interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations
- Get along with others and work as a member of a team
- Foster collaborative group processes and efficiently use resources
- Work independently and make appropriate decisions regarding work methods and priorities
- Maintain confidentiality
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgement and discretion
- Research and analyze complex problems and develop, recommend, and implement sound policies and solutions
- Communicate effectively, both orally and in writing
- Maintain records and prepare reports
- Plan and organize assigned work programs including monitoring work schedules, legal requirements, and progress reviews
- Meet schedules and timelines.

Education/Experience: Graduation from a college or university with a Bachelor's degree in public administration, accounting, business administration, or a closely related field; two years of progressively responsible experience in financial and/or public policy analysis. Equivalent combinations of education and experience will be considered. Related experience may substitute for education on a year for year basis.

Special Requirements: Certain desired combinations of education and experience or special requirements may be identified for selection purposes depending on the department where the position is located or assigned