

**CITY OF LATHROP
MANAGEMENT ANALYST I/II (CONFIDENTIAL)**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs a wide variety of professional, administrative, analytical and management support within assigned program areas; develops, implements and administers assigned program responsibilities, including budget preparation, financial management and grant coordination; conducts research; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Management Analyst I (Confidential)

The **Management Analyst I (Confidential)** is the entry level class in the professional analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the full scope of the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of less complex administrative and analytical tasks. This classification is alternatively staffed with Management Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Management Analyst II (Confidential)

The **Management Analyst II (Confidential)** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical and management support duties within assigned program areas. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for City operations.

SUPERVISION RECEIVED/EXERCISED:

Management Analyst I (Confidential)

Receives immediate supervision from higher level department management. May exercise technical and functional supervision over technical and office support staff.

Management Analyst II (Confidential)

Receives direction from higher level department management. May exercise direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conducts studies of organizational, administrative and operational issues; reviews and analyzes processes, procedures and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.

- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services or administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements and monitors assigned budgets; monitors contracts and related documentation; and performs customer service functions.
- Compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances for assigned department; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Participates in the development and implementation of departmental and program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services and supplies; monitors and assists in the administration of the approved budget.
- Performs professional level accounting duties which may include general accounting, cashiering, city-wide payroll budgeting, payroll processing, processing retiree Health Reimbursement Arrangement (HRA) transactions, accounts payable, accounts receivable, business licenses, and utility billing; prepares financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards.
- Serve as a liaison with employees, public and private organizations, community groups and other organizations; provide information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints; writes, edits, and designs articles for city publications, newsletters and press releases.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Management Analyst I/II (Confidential)**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Management Analyst I (Confidential)

A bachelor's degree in business administration, public administration, accounting or a related field.

Management Analyst II (Confidential)

One year of progressively responsible administrative, analytical and technical experience equivalent to that of a Management Analyst I (Confidential) in the City of Lathrop, and a bachelor's degree in business administration, public administration, accounting or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting, payroll, accounts payable, accounts receivable, cashiering, business licenses and utility billing; budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.