

**MANAGEMENT ANALYST I
MANAGEMENT ANALYST II
SENIOR MANAGEMENT ANALYST**

DEFINITION

Provides staff assistance to a City Administrative official; performs responsible professional and technical administrative and analytical duties. Duties involve budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, special projects, etc., depending on the job assignment, all or some of the following duties and qualifications may be invoked at the discretion of the Department Director.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by high level administrative and management positions. Responsibilities may include direct or indirect supervision of clerical and technical positions.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level class in the Management Analyst series. Positions at this level are distinguished from the II level by the performance of less than the full range and complexity of duties as assigned to the journey level class within the series. Incumbents at this level typically have limited related work experience and are unfamiliar with the functions, operations and procedures of assigned department or office. This class, therefore, is typically used as a training class within the series.

Management Analyst II - This is the full journey level class of the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range and complexity of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the department or office to which assigned, and possess technical expertise related to assigned program responsibilities. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Senior Management Analyst – This is the advanced journey level in the Management Analyst series. Positions at this level are distinguished from the II level by the breadth of experience and knowledge gained by working at the City of Woodland or other municipal agencies on a wide variety of projects. Positions in this class are always filled by advancement from the II level.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class. This is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Compiles data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and/or operational problems.
- Assists in the process of identifying City wide or Department-wide information system needs, including computer hardware/software and training programs.
- Researches and/or assists in the preparation, analysis, and administration of the department operating and/or capital budget.
- Researches, develops, reviews, and prepares grant applications, including monitoring existing programs for compliance with regulations.
- Represents the City in intra-departmental, community, and professional meetings.
- Develops budget documents.
- Tracks expenses to ensure compliance with the budget.
- Responsible for managing contracts within the City. This includes developing Request for Quotations (RFQ), Request for Proposals (RFP) and monitoring for compliance and budget.
- Compiles materials and prepares and/or assists in the preparation of reports, manuals, and publications.
- Assists in the coordination of departmental activities with departmental divisions, other City departments and outside agencies.
- Assists in the design and implementation of systems and forms for use in a City department or administrative office including, but not limited to, City wide information systems.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
- Performs related duties as assigned.

QUALIFICATIONS:

Management Analyst I:

May supervise, train and evaluate assigned personnel.

Knowledge of:

- Principles of public administration.
- Basic principles and methods of administrative analysis and/or personnel and fiscal management.
- Budget preparation and control.
- Accounting and statistical methods.
- Current social, political, economic, and scientific developments and trends

- Planning functions and methods.
- Contract negotiation, preparation and monitoring.
- Current technology relating to departmental operations.

Management Analyst II:

In addition to the qualifications for Management Analyst I:

Ability to:

- Communicate effectively, orally and in writing.
- Analyze organizational and administrative problems; create, recommend and implement an effective course of action.
- Analyze and interpret factual data while applying a high degree of independent judgment.
- Establish and maintain effectively working relationships with employees and the public.
- Coordinate and/or manage a departmental program and/or activity.
- Procedures and process of City budget preparation and maintenance.
- Interpret and make decisions in accordance with rules, regulations and policies.
- Make recommendations regarding use of technology to improve departmental efficiency.
- Select, supervise, train and evaluate assigned staff.

Senior Management Analyst:

In addition to the qualifications for Management Analyst II:

Ability to:

- Prepare complex administrative, financial, organizational, and management recommendations.
- Effectively delegate authority
- Use initiative and sound judgement in making complex decisions.
- Use discretion with confidential materials and information.

Minimum Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities would be:

Management Analyst I:

Education

Equivalent to a Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

One (1) year of administrative, budgetary, or other management analysis or similar experience.

Management Analyst II:

In addition to the Minimum Education and Experience for Management Analyst I

Education

Equivalent to a Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

Two (2) years of experience comparable to that of a City of Woodland Management Analyst I.

Senior Management Analyst:

In addition to the Minimum Education and Experience for Management Analyst II

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field. A Master's Degree from an accredited college or university in Public Administration, Business Administration or a closely related field may substitute one year of experience.

Experience:

Six (6) years of experience as a Management Analyst II or comparable position with at least two (2) of these years with the City of Woodland as a Management Analyst II. Direct supervisory responsibility may substitute for one (1) year of the six (6) years of required experience.

Knowledge of a second language is highly desirable.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

COUNCIL ACTION: January 16, 2024