CITY OF FOLSOM

MANAGEMENT ANALYST

DEFINITION

Under direction, participate in planning, organizing, and controlling the budgetary, financial, procurement, personnel, and/or other professional internal support activities within a department or departments and provide professional and technical assistance to management staff. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Management Analyst is the experienced/journey level class in the series, fully competent to independently perform budgetary, financial, and personnel activities within a department or departments and provide professional and technical assistance to management staff. This class is distinguished from the Senior Management Analyst in that the latter serves either as the lead or specialist level in the series and performs more difficult and complex work.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Assist in directing the department operations on fiscal matters, including budget development, monitoring, and control.
- Coordinate the development of the department's operating, capital, and revenue budgets in coordination with other divisions.
- Ensure adherence to codes, applicable laws, regulations, and guidelines relating to financial activities.
- Develop and implement management systems, procedures, and standards for financial functions and make procedural modifications to improve efficiency and effectiveness.
- Perform work in the development of grants and contracts and manage department-level procurement and/or coordination of personnel functions.
- Coordinate recruitments and exam processes and schedules; conduct job audits and make allocation recommendations; conduct simple salary surveys; and work with departments on personnel issues and problems.
- Give oral presentations before commissions, departments, and employee groups; prepare agenda items for the City Council and verify the accuracy of departmental agenda items.
- Coordinate with Finance Department to prepare requests for grant funds and appropriate records and cost reports to various funding agencies.
- Analyze, calculate, and track financial activities.
- Prepare technical and status reports.

- Prepare or direct the preparing of surveys, research, analyses and technical reports of a wide range of municipal policies involving organization, procedures, budgetary, and financial services.
- Advise the director and management staff on all fiscal management and/or personnel issues.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of public administration.
- Governmental finance, budgeting, and accounting.
- Procurement methods and contracting procedures.
- Grant application preparation and management.
- Applicable codes, applicable laws, regulations, and guidelines relating to financial activities.
- Basic statistical methods used in fiscal and budgetary programs.
- Common word processing, spreadsheet, and database software.

Ability to:

- Plan, organize, administer, and coordinate a variety of complex programs and services.
- Analyze information and make sound decisions and recommendations.
- Develop, implement, and evaluate the effectiveness of programs.
- Prepare technical reports and research.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in business administration, public administration, finance, human resources management, or a closely related field from an accredited college or university.

Experience:

Two (2) years of full-time professional municipal experience in general administrative support that included responsibility for handling finance, budget, and/or personnel functions.

License, Certificate, Registration Requirements:

Some positions may require possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: