CITY OF FOLSOM

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, plan, organize, and control the budgetary, financial, administrative, policy, 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 Senior Management Analyst is the lead and/or specialist level in the Management Analyst series. In the lead assignment, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the specialist assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Management Analyst by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departments.

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.

- Analyze, calculate, and track financial, administrative and personnel activities.
- Prepare reports, including status reports, classification and/or compensation studies, strategic planning, and resolutions to human resources issues.
- Prepare or direct the preparation of surveys, research, analyses, technical reports, procedures and policy recommendations on a wide range of municipal topics involving administrative, organizational, personnel, procedural, budgetary, operational and financial services.
- Develop and implement management systems, procedures, and standards for administrative, financial, personnel, and operational functions and make procedural modifications to improve efficiency and effectiveness.
- Advise the director and management staff on all administrative, fiscal and personnel management issues.
- Coordinate administrative, fiscal, budgetary, and personnel activities within the department and with other city departments, divisions, and external agencies.
- Give oral presentations before commissions, departments, and employee groups; prepare agenda items for the City Council and verify the accuracy of departmental agenda items.

- May plan, direct, and supervise staff, which includes assigning work, making hiring decisions, training, disciplining, and evaluating the performance of subordinate staff.
- Perform related duties as assigned.

The following duties pertain to specific assignments:

Financial/Budget/Internal Support:

- Develop and direct the implementation of goals, objectives, policies and procedures and work standards for the administrative support functions of the Department
- Direct departmental operations on fiscal matters, including budget development, monitoring, and control, including Departmental oversight of financial transactions
- Oversee and coordinate the development of the department's operating, capital, and revenue budgets in coordination with other divisions.
- Monitor the budget and take corrective action at the fund level for multiple enterprise and governmental funds.
- Ensure adherence to codes, applicable laws, regulations, and guidelines relating to administrative and financial activities.
- Represent the department in interpreting and explaining financial, administrative and operational plans and documents to city officials, auditors, other agencies, and the general public.
- Coordinate and prepare requests for grant funds and appropriate records and cost reports to various funding agencies.
- Perform analytical work in the development and management of grants and contracts and the management of department level procurement and/or personnel functions.
- Prepare substantial planning documents such as impact fee studies, long term operational management plans, and other policy development and implementation studies

Personnel:

- Analyze requests and assignments related to organizational structure, salary levels, classification, examining procedures, and other human resources functions.
- Analyze duties and responsibilities in accordance with recognized practices to determine job content for purposes of examination development, position classification, compensation, and performance reviews; interview incumbents and supervisors to determine and/or recommend appropriate testing and allocation of positions.
- Plan and conduct recruitment and selection activities, including analyzing staffing requirements, market trends, and applicant sources; develop and validate examinations; develop advertising campaigns; administer the examination process; evaluate and respond to protests and appeals.

- Compile and analyze salary and benefits data and recommend maintenance or revision of the salary structure.
- Develop new or revised classifications based on job studies, including developing class specifications and assigning an appropriate salary range.
- Design and conduct employee training and orientation programs; develop and use specialized training aids.
- Compile, analyze, maintain, and report information in order to prepare notices of proposed disciplinary action, pre-discipline hearing reports, and/or orders of disciplinary action connected with employee discipline cases.
- Investigate, prepare findings, and make recommendations regarding complaints of unlawful discrimination or harassment.
- May provide information and conduct research for and participate in labor negotiations.

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, including strategic planning, program and budget development, administration and employee supervision
- 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, administrative, operational and personnel activities.
- Principles and methods of position classification, selection, examination development, job analysis, and organizational structure in the public sector.
- Technical and policy report writing procedures and techniques
- Fiscal, administrative and management information systems
- Methods for obtaining and evaluating salary, benefits, and total compensation data.
- Methods of developing and presenting training material for diverse groups.
- Federal, state, and local legislation and major court decisions pertaining to equal employment opportunity and affirmative action programs.
- Principles and practices of administering contracts with employee organizations, processing grievances, and dealing with disciplinary issues.
- Basic statistical methods used in fiscal, budgetary, and human resources programs.
- Principals and practices of statistical analysis, data collection and report writing.
- Principles and practices of supervision, training, and personnel management.
- Common word processing, spreadsheet, presentation and database software

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Ability to:

- Plan, organize, administer, and coordinate a variety of complex programs and services.
- Analyze complex problems, evaluate alternatives and make sound decisions and recommendations.
- Develop, implement, and evaluate the effectiveness of programs, management systems, standards and procedures; recommend modifications
- Understand, interpret, and apply laws, rules, regulations, standards, and procedures, including equal opportunity laws, civil service regulations, and other local, state or federal laws and regulations, provisions of contracts, ordinances, and negotiated agreements and other regulations or policies relating to human resources or other public sector administrative and operational requirements within the department(s) assigned.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Prepare technical reports and research.
- Supervise, train, and evaluate assigned staff.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City in contacts with City officials, the community, other agencies and the public

Minimum Qualifications:

Experience:
Two (2) years as a full-time Management Analyst with the City of Folsom.

OR

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

Experience:
Four (4) years of full-time financial and budget development or human resources experience in a public or governmental agency.

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: