



SEPTEMBER 2022
FLSA: EXEMPT

MANAGEMENT ANALYST I/II

DEFINITION

Under general direction, performs a wide variety of administrative and analytical support duties, generally to the City Manager or a department head; to direct and manage assigned special projects and programs, contracts and grant administration, financial analysis and budget development, and/or community engagement; coordinates activities and input on assigned projects from city management, staff, the community, and other organizations; provides professional support in other assignments as needed to meet the mission of the organization; and may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, development of options, making recommendations and reporting of data dealing with complex problems and including making recommendations and reporting of data dealing with complex problems and includes those programs that deal with financial analysis and accounting, community/business involvement, outreach, human resources, program management, and surveys/studies.

SUPERVISION RECEIVED AND EXERCISED

CLASS CHARACTERISTICS

Management Analyst I/II is a flexibly-staffed class series. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements; (2) demonstration of the ability to independently perform the full scope of the assigned duties, and (3) is assigned and performs the duties of the advanced journey/expert level as defined in these Class Characteristics.

Management Analyst I is the journey level class and serves as the entry level into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general economic development, housing, or internal support such as projects related to budget, finance, personnel, contracts and grants, procurement, public outreach, or other assignments; compiles and analyzes data; participates in design and implementation of systems and procedures.

Management Analyst II is the advanced journey/expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area rather than general municipal administration and analytical support. This level is responsible for

performing the full range of specialized and technical duties in such areas as economic development, human resources management, financial analysis and budget development, contracts and grants administration, community engagement, and other identified technical support activities to the City. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgment in the performance of their duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

For Management Analyst I, duties are performed at the journey level; for Management Analyst II, duties are performed at the advanced journey/expert level.

Duties may include, but are not limited to:

- Perform a variety of administrative and analytical support functions for the City Manager or a department head, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.
- Participate on a variety of committees, commissions, and boards; prepare and present staff reports and other necessary correspondence.
- Implement and administer various programs and projects for the City Manager or a department head, handle specialized projects that include economic development, human resources, financial analysis and budget development, grants and contracts administration, housing, records management, etc.; provide input and feedback on programs.
- Lead, coordinate, and manage civic engagement activities and projects; conduct outreach and develop surveys and/or other methods of getting community and/or business input; summarize and report results.
- When assigned economic development responsibilities, develop economic goals, objectives, and policies; prepare and maintain demographic, market, and real property databases; conduct market feasibility studies; respond to inquiries concerning industrial and commercial development opportunities; and assist businesses with site location process.
- When assigned the human resources function, perform a wide variety of personnel functions, including the coordination of employee recruitments, establish and update of job classifications, facilitation of training programs and opportunities, labor relations and negotiations activities, and assist with safety and risk management programs.
- When assigned to financial analysis and budget development, perform a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and Citywide financial projects and programs including budget

implementation, coordination, revision, review, evaluation and monitoring; create complex financial forecasts and analyses, monitor and provide water and wastewater enterprise funds analysis and financial forecasts, and organize and prepare City Council reports.

- Participate in Citywide labor negotiations, as appropriate.
- Prepare applications for financing, tax credits, and grants; administer federal and state grant programs such as CDBG.
- Research, compile, and analyze information from various sources; prepare report recommendations; make presentations to the City Manager and City Council.
- Interpret and explain City policies and standards to members of the public and the business community; provide information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.
- May direct the work activities of assigned personnel; prioritize and coordinate work assignments and review work for accuracy.
- Coordinate, collaborate, and work closely with department heads and management staff on assigned projects; provide input and feedback as appropriate.
- Establish and maintain positive working relationships with representatives of community organizations, state and local agencies and associations, City management, staff, and the general public.
- Performs related duties assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of economic development.
- Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.
- Methods of research, program analysis, report preparation, and data analysis/statistics.
- Public relations techniques.
- Practices and procedures of grant writing and administration.
- Principles and practices of personnel administration.
- Principles and procedures of recordkeeping and records management.
- Principles and practices of program development and administration.
- Modern office procedures, methods and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing and presentation software.
- Supervisory principles and principles.

Ability to:

- Organizes and direct the work of assigned staff.

- Understand the organization and operation of City departments and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze complex financial data, reports, studies and financial records.
- Work independently in the absence of supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze and evaluate programs, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.
- Interpret, apply and explain City policies and procedures, federal, state and local regulations and guidelines related to assigned area of responsibility.
- Prepare effective and complete staff reports and make presentations.
- Exercise tact, initiative, discretion and good judgement within general policy, procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with City officials, managers and staff, developers, civic groups, various agency representatives, and the public.
- Exemplify an effective customer service attitude with the public, officials and coworkers.
- Effectively act as project manager for various community development, outreach, housing and/or economic development activities.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Management Analyst I – A bachelor’s degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning or a closely related field and two years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, community outreach or other professional field as may be needed in a local government environment.

Management Analyst II – EITHER two years of full-time experience equivalent to a Management Analyst I with the City of Calistoga; OR a bachelor’s degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning or a closely related field and four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, community outreach or other professional field as may be needed in a local government environment.

License requirement:

Possession of a valid California Class C Driver's License at the time of appointment

PHYSICAL DEMANDS

Work is in a sedentary office classification although standing in work areas and walking between work areas may be required. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently, up to 10 pounds; occasionally, greater weight. (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.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.