



MANAGEMENT ANALYST I

Bargaining Unit: Management

DEFINITION

Under the direction of the City Manager's Office, the Management Analyst I is responsible for carrying out a variety of analytical, technical and/or confidential and sensitive assignments; and working on administrative and operational activities, staff analysis and special projects in support of various City departments.

CLASS CHARACTERISTICS

This is the entry-level, professional class in the Management Analyst series. Incumbents in this class perform the routine analytical work while learning City and department policies and receiving on-the-job training in the performance of more complex duties. This class is distinguished from the next higher level of Management Analyst II in that the latter is the full journey-level, professional class in the series, working independently to accomplish the duties and responsibilities assigned.

EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Learning to prepare and present comprehensive and, at times confidential, technical, administrative, statistical and financial analytical reports that present and interpret data, identify alternatives, present and justify conclusions, make forecasts, and offer recommendations based on data summaries and other findings.
- Researching information by identifying, locating, and extracting relevant data and information from various sources in order to obtain sufficient, valid and reliable data for analysis and decision-making purposes.
- Monitoring legislative activity.
- Participating in program administration activities.
- Supporting budget development and administration, and grant reporting for complex projects; analyzing proposed capital, operating, and maintenance of expenditures based on services to be rendered; and, preparing reports and conducting analysis related to impact of budgetary decisions.
- Researching and responding to public complaints and inquiries; participating in the design and implementation of administrative procedures.
- Participating in the establishment and maintenance of interdepartmental, inter-agency and/or intra-city communication.
- Learning to administer ongoing departmental/divisional programs/contracts.
- Assisting in representing the department/division at other agency meetings, citizen groups and/or with private individuals.
- Conducting surveys.

- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Education - Bachelor's degree from an accredited college or university in Public Administration, Finance, Business Administration, Political Science, Law, or a related field.

AND

Experience - One year of increasingly responsible, professional-level experience performing a variety of analytical functions related to the assigned position, such as developing policies and procedures, project/program management, fiscal analysis, and/or organizational development.

Substitution - A Master's Degree in one of the bachelor's degree areas, or a Law Degree, may be substituted for one year of the required experience.

Municipal government and accounting experience desired.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Research methodologies
- Technical and analytical report writing
- Data collection and analysis
- Principles and practices of public administration and organization; budget and financial analysis; and, accounting
- Program and project management
- Computer applications related to the work
- Applicable Federal, State, and local laws, regulations, rules, and policies

Abilities:

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematical Reasoning - The ability to choose the right mathematical methods or formulas to solve a problem.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Coordination - Includes planning, scheduling, organizing, prioritizing, and monitoring work activities by utilizing resources to their fullest and aligning work plans with departmental goals.
- Time Management - Managing one's own time and the time of others involved in the work.
- Communication - Explaining complex materials and concepts clearly and succinctly, in a variety of written and verbal formats and styles; getting messages across to a variety of audiences to have the desired effect.
- Adaptability/Flexibility - Job requires being nimble and flexible in anticipating, embracing, and managing change, and being constructively adaptive to considerable variety in the workplace.

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.