



MANAGEMENT ANALYST III

Bargaining Unit: Management

DEFINITION

Under the direction of the City Manager's Office, the Management Analyst III is responsible for carrying out a variety of analytical, technical and/or confidential and sensitive assignments; reporting on operating procedures and problems; and, working on activities in support of various City departments.

CLASS CHARACTERISTICS

This is the advanced journey-level, professional class in the Management Analyst series. Incumbents in this class are responsible for coordinating and administering departmental support such as budget and personnel; participating on teams to implement City Council priorities; providing technical support on complex transactions and projects; conducting analytical work requiring complete knowledge of administrative principles and analytical practices; and, facilitating self-directed teams. This position is distinguished from the Management Analyst II position by the high degree of independence, level of responsibility and the greater complexity of the assignments received. Incumbents exercise a high degree of responsibility for administrative research and analysis and provide recommendations to administrative officials.

EXAMPLES OF DUTIES *(illustrative only)*

Duties may include, but are not limited to:

- Preparing and presenting 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.
- Making recommendations on operating, business, and administrative procedures, including policies, functions, structure, workloads, expense controls, and record keeping procedures involving forms and documents.
- 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.
- Analyzing operating, business, and administrative procedures to identify the most efficient methods of accomplishing work (e.g., cost analysis, inventory management, fleet or equipment management, information flow, communications, and organizational change).
- Participating in budget development and administration for assigned area of responsibility; analyzing proposed capital, operating, and maintenance of expenditures based on services to be rendered; preparing reports and conducting analysis related to impact of budgetary decisions; preparing financial forecasts;

tracking and monitoring budget expenditures; and, reviewing expenditures, revenues, staffing and operations of departments against approved budget items.

- Performing the full range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements; ensuring work is performed in compliance with contracts and agreements.
- Preparing a variety of documents (e.g., reports, business correspondence, memoranda, presentations, calendars, project management schedules, task lists, procedure manuals, handbooks); adapting formats suitable to the purpose; and, using relevant software programs (e.g., spreadsheets, databases, word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences.
- Ensuring that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations; researching laws, grants and other regulatory requirements governing governmental operations; studying statutory requirements relating to operations and recommending the most effective means of compliance.
- Attending meetings on behalf of the City when assigned; interacting with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings; mediating disputes; making presentations; providing advice and/or consultation services, etc. in order to communicate information, share ideas, present recommended solutions, gain agreement and coordinate activities.
- Participating in grant reporting and budgeting involving various fields (e.g., transportation).
- Conducting real estate analysis and transactions.
- 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 - Five years 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.