

CLASS SPECIFICATION



CLASS: Management Analyst I/II
ALLOCATION: County Administrator's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: February 2008
REVISED: December 2023

JOB SUMMARY:

Perform analytical, administrative, fiscal, and management support work in the County Administrator's Office for County-wide programs, budgets, and policies; performs related work independently and as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the I-level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

Management Analyst I:

Under general supervision incumbents learn and perform a variety of simple to moderately complex professional level analytical work to support the operations of the County Administrator's Office in areas such as County-wide budget analysis and development, County-wide program and policies analysis, administration and development, County-wide legislative analysis and administration, and related analysis and management support for the County Administrator. The Management Analyst I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. This is the journey-level in the professional Management Analyst class series.

Management Analyst II:

Under general direction, this is the advanced journey-level in this class series. Incumbents perform related work as assigned. Incumbents work independently within established guidelines to provide the County Administrator with the expertise necessary to 1) identify, evaluate and resolve administrative issues of a County-wide nature; and 2) perform management support of special studies, programs, projects, or research involving considerable discretion in determining program activities and resources.

CLASS CHARACTERISTICS:

This position reports directly to executive leadership within the County Administrator's Office. This class series is distinguished from the Administrative Analyst in that the latter are assigned to a department and have as a focus the administrative professional support of programs of the department and not County-wide activities.

EXAMPLES OF DUTIES:

Essential:

- Conduct and coordinate studies of a County-wide nature in the areas of budgetary development and analyses, administrative and operational strategies, administrative and operational policy, program evaluation and development, workload and quality improvement, and statistical trends.
- Collect, compile and analyze data and information; develop recommendations; and prepare and presents reports to executive management; determines analytical techniques and data-gathering processes and obtain required information for analysis.
- Confer with management and operational staff and assists in implementing changes resulting from such studies and analysis.
- Assist with reviews and analysis of the annual departmental budget proposals for compliance with county goals; consult with department management, as assigned; develops recommendations; conduct analyses and draft reports.
- Assist with and perform specific management support activities such as coordinating, analyzing, and/or preparing Board agenda items, resolutions, ordinances, and contractual agreements.
- Analyzes the County-wide impact of highly complex existing, newly enacted and proposed local, state, and federal policies and legislation; provides management recommendations in response to proposed legislation and revised regulations including analysis of court decisions, proposed legislation, and new program and fiscal mandates impacting County-wide operations.
- Assist with monitoring budget and expenditures; review personnel actions, budget changes and

other administrative functions to ensure compliance with County goals and policies.

- Confer with and represents the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies, and the public.
- Assist with the coordination of information and ensure effective communications between county departments; clarify and reconcile issues relating to county funds, budgets and accounting procedures.
- Assist County Administrator with a variety of special projects or programs relating to County-wide or assigned departmental activities and facilities.
- Provide liaison and staff support to a variety of committees and commissions.
- Assists management with review, analysis, negotiation, and administration of a variety of agreements and service contracts.
- Maintain accurate records and files related to areas of assignment.
- Prepare a variety of technical, statistical and narrative reports, correspondence and other written materials.

Important:

- Complete informational surveys; prepare and submit reports to various regulatory agencies, funding sources and other organizations.
- May direct the work of professional, technical or office support staff on a project or day-to-day basis.
- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a County or personal motor vehicle to attend meetings and visit work sites.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

Management Analyst I:

- Basic principles and practices of public and business administration.
- Data collection, analysis and interpretation.
- Research methodology for the analysis of a variety of complex data.
- Application, use and capabilities of computer software programs used to store data and to prepare reports, spreadsheets, graphs, and informational displays.
- Report writing techniques.
- Mathematics, statistics and statistical analysis.
- Techniques for working successfully with other employees in lead capacity.
- Principles and practices of technical and functional supervision and training.

Management Analyst II (in addition to the above):

- Advanced principles and practices of public budgeting and finance management.
- Advanced principles of management and public administration as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of public policy development.

Skill in:

Management Analyst I:

- Collecting, compiling, organizing, analyzing and interpreting data.
- Understanding organizational and political implications of research findings, recommendations and decisions.
- Developing logical conclusions from data analysis and making sound recommendations.
- Preparing analytical reports, summaries, manuals, analyses, and displays of information.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Organizing and prioritizing work to meet established deadlines.

Management Analyst II (in addition to the above):

- Providing direction and training subordinate staff on assigned program areas.
- Planning, directing and reviewing the work of others on a project or day-to-day basis. Use

initiative and independent judgment within established procedural guidelines.

- Identify complex problems and reviewing related information and data develop and evaluate options and recommend/implement solutions.

Ability to:

Management Analyst I:

- Prepare accurate and concise administrative documents for managers, department heads, members of boards and commissions, and members of the public.
- Read, understand, interpret, and apply contracts, relevant county, state and federal states, rules, ordinances, codes, regulations, administrative orders and other governing regulations.
- Communicate clearly, concisely and effectively verbally and in writing.
- Make effective verbal presentations to various groups.
- Give 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.
- Establish and maintain effective working relationships in a diverse work force and community.
- Use computerized equipment and applications to accomplish work.

Management Analyst II (in addition to the above):

- Conduct complex research and analyses on issues that have County-wide policy and financial impact.
- Effectively represent the County Administrator's Office in meetings with departmental management, public agencies, and private and civic organizations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and visit work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting.
- Occasionally may be required to travel to various worksites or locations.
- May be required to attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.

- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MANAGEMENT ANALYST I:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a related field and some professional public fiscal, administrative, human resources or management analysis experience.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply. Relevant experience may be substituted for the required education on a year for year basis.

PREFERRED: In addition to the minimum, two (2) years of professional public fiscal, administrative, human resources or management analysis experience.

MANAGEMENT ANALYST II:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a related field and two years of experience equivalent to the County's class of Management Analyst I.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply. Relevant experience may be substituted for the required education on a year for year basis.

PREFERRED: In addition to the minimum, four (4) years of experience at least equivalent to the County class of Management Analyst I.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: B
WC: 9410

Established: February 2008
Revised: October 2015, February
2023