

CLASS SPECIFICATION



CLASSIFICATION: Principal Management Analyst
ALLOCATION: County Administrator's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: Circa 2001
REVISED: August 2023

JOB SUMMARY:

Under general direction, performs and provides lead direction on a variety of moderately to highly complex professional level work to support the operations of the County Administrator's Office in areas such as budget analysis and development, countywide program evaluation, development and management of policies and procedures, development of administrative, operational systems, and related analysis and studies for the County Administrator; performs related work as assigned. Incumbents supervise the administrative and fiscal staff in the County Administrator's Office and manage the workflow for the administrative and fiscal support team to the County Administrator.

This is the master-journey level classification in the professional Management Analyst series.

CLASS CHARACTERISTICS:

This position reports directly to the Assistant County Administrator or County Administrator. This class series is distinguished from the Management Analyst series in that the latter performs less than the full range of duties assigned to the Principal Management Analyst. It is further distinguished from the next higher-level classification of Assistant County Administrator in that the latter is responsible for broad County-wide program areas that have impact on the day-to day operations across departmental lines and involve policy determinations.

EXAMPLES OF DUTIES:

Essential:

- Conduct, lead and coordinate studies of a countywide nature in the areas of budgetary development and analysis, administrative and operational strategies, administrative and operational policy, program evaluation and development, workload and quality improvement, and statistical trends.
- Provide lead direction in the County Administrator's Office collecting, compiling and analyzing data and information; develop wide ranging recommendations; and prepare and present reports to administration and the Board; determine analytical techniques and data-gathering processes and obtain required information for analyses.
- Administer fiscal activities for the County Administrator's Office including budget preparation and monitoring, fiscal and program analysis, financial reporting, accounting functions, audits, payroll, revenue development and expense reduction.
- Confer and lead staff countywide to implement changes resulting from such studies and analysis.
- Perform and lead specific management support activities such as coordinating and preparing Board agenda items for the County Administrator's Office and reviewing all department's Board agenda items for accuracy and providing item analysis as directed.
- Develop management recommendations in response to proposed legislation and revised regulations including analysis of court decisions, proposed legislation, and new program and fiscal mandates impacting on County-wide operations.
- Oversee the monitoring of County department budgets and expenditures; budget changes and other administrative functions to ensure compliance with County goals and policies.
- Act as the County Administrator's Office liaison with representatives of various County departments.
- Provide guidance and technical and administrative support to departments and other appropriate agencies.
- Coordinate and provides leadership on matters having inter-departmental application.
- Coordinate information and ensure effective communications between county departments; clarify and reconcile issues relating to countywide policies and procedures.
- Lead and coordinate a variety of special projects relating to countywide or assigned departmental activities and facilities.

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- Provide liaison and staff support to a variety of committees and commissions.
- Prepare a variety of technical, statistical and narrative reports, correspondence and other written materials.
- Supervise, assign, plan, review, and evaluate the work of assigned subordinate staff; implement County and departmental policies, procedures, and service standards in conjunction with management; ensure adherence to quality standards, deadlines and proper procedures, correcting errors, or problems.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and work on resolving problems; recommend discipline and implements discipline procedures as needed/directed.

Important:

- Complete informational surveys; prepare and submit reports to various regulatory agencies, funding sources and other organizations.
- 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:

- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of the financial and administrative operations of a large, complex public department.
- Effective negotiation and consensus development with individuals and entities having a broad range of interests.
- Principles and practices of public administration, budget, complex data analysis, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Methods, principles and practices of leadership, motivation, team building, and conflict resolution.
- Financial and administrative problems common to the operation of a service oriented department.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- Principles and practices of contract negotiation and administration.
- Modern office procedures and computer equipment.
- Mathematics, statistics and statistical analysis.
- Principles and practices of technical and functional supervision and training.

Skill in:

- Planning, organizing, directing and evaluating the financial and administrative operations of a complex department, including developing and implementing goals, objectives, policies, procedures and work standards for the financial and administration function.
- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Analyzing budget and / or technical reports; interpreting and evaluating staff reports; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Interpreting and applying provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a public department.
- 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.

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

Ability to:

- Lead a professional staff in conducting analysis and research regarding a broad range of policy and service issues; lead project teams of line and administrative staff in the development and implementation of countywide special projects and facilities development planning.
- Prepare accurate administrative documents for managers, department heads, members of boards and commissions, and members of the public.
- Prioritize the work of professional, technical and support staff in the accomplishment of the goals of the County Administrator's Office.
- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and provides, directives and manuals.
- 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.
- Use computerized equipment and applications to accomplish work.

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 drive a motor vehicle to attend meetings, conferences or visit various work sites.
- 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.

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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.
- DMV printout 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:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a field related and two (2) years of experience at least equivalent to the County class of Management Analyst II.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.

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

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.

Probation Approval:

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: B
WC: 9410
Established: Circa 2001
Revised: August 2023