

CLASSIFICATION SPECIFICATION



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

ESTABLISHED: Circa 2001
REVISED: October 2015

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, County-wide program evaluation, development and management of policies and procedures, development of administrative, operational systems, budget development and related analysis and studies for County Administrator, and/or Board of Supervisors' programs and activities; performs related work as assigned. Incumbents work very independently within established policy guidelines to provide County administration with the expertise necessary to 1) identify, evaluate and resolve highly visible public organizational and administrative issues of a County-wide nature; and 2) perform special studies and research involving considerable discretion in determining program activities and resources.

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

CLASS CHARACTERISTICS:

This position reports directly to a Deputy County Administrator, Assistant County Administrator or County Administrator. 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. It is further distinguished from the next higher level classification of Deputy 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.

The level of position in the Management Analyst series is dependent upon the responsibility and complexity of assignment, the variety and complexity of work, including the nature of the budget, project oversight and analysis activities and the level of authority delegated by the County Administrator.

EXAMPLES OF DUTIES:

Essential:

- Conduct, lead and coordinate studies of a County-wide 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 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.
- Confer and lead management and operational staff and in implementing changes resulting from such studies and analysis.
- Coordinate portions of the review and analyses of the annual departmental budget proposals for compliance with county goals; consult with department management, as assigned; develop recommendations; conduct analyses and draft reports.
- Perform and lead specific management support activities such as coordinating and preparing Board agenda items, reviewing 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 budgets and expenditures; budget changes and other administrative functions to ensure compliance with County goals and policies.
- Confer with and represent the County in meetings with staff from other departments,

representatives of governmental, community, business, professional and public agencies and the public.

- Coordinate information and ensure effective communications between county departments; clarify and reconcile issues relating to county funds, budgets and accounting procedures.
- Lead and coordinate a variety of special projects relating to County-wide or assigned departmental activities and facilities.
- Provide liaison and staff support to a variety of committees and commissions.
- Negotiate and administer 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:

- 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.

Skill in:

- 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.
- 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 County-wide 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.
- 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.
- Establish and maintain effective working relationships in a diverse work force and community.
- 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 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:

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.

Dept Approval:
Date:

EEOC: B
WC: 9410

Human Resources Approval:
Date:

Signature: _____

Signature: _____