

**PRINCIPAL MANAGEMENT ANALYST**

**DEFINITION**

Under general direction, to perform difficult and complex City-wide budgetary, financial, economic, statistical, administrative and analytical support duties for the Administrative Services Department; to manage payroll operations, including the compensation budget; to develop, manage, monitor and review the activities of major and significant City-wide operations, projects and programs that often require working with the complicated logistics of interdepartmental and/or interagency cooperation; to provide highly complex staff assistance to the Chief Financial Officer, City Manager, City Attorney and others; to participate in strategic planning, policy development, and legislative analysis; and to perform related work as required.

**CLASS CHARACTERISTICS**

The Principal Management Analyst is a professional single level position classification, assigned to the Administrative Services Department. Using a high degree of independent judgment, incumbents perform highly complex analytical work and apply an expert level of understanding on fiscal and budgetary analysis and control at the management level. Incumbents manage and direct the payroll operations for the City, including projecting estimates for the budget and for bargaining unit negotiations. Incumbents are also responsible for establishing, maintaining and monitoring a variety of administrative policies and legislative issues on a City-wide basis.

**EXAMPLES OF ESSENTIAL DUTIES (illustrative only)**

- Plans, directs, and manages payroll operational functions; communicates with and reports to City management, external agencies and governing bodies
- Manages, directs, evaluates, monitors and supports the professional, technical, and clerical staff within assigned area(s) of responsibility; acts as a resource to staff; advises staff on the more complex issues; provides direction, guidance, and leadership to staff; may prepare or provide input to performance evaluations
- Serves as subject matter expert in area(s) of specialty or designated responsibility; acts as resource to departments
- Identifies, plans, implements and evaluates goals, objectives, priorities and activities within assigned areas of responsibility in a manner consistent with the City's overall goals and objectives; develops strategies for the successful achievement of goals and objectives; directs and coordinates the implementation of strategies
- Collects and analyzes data to develop, evaluate and support the City's fee structure, annexation plans, and other specialized City functions and programs

- Participates in the preparation of multiple and complex budgets; collects and analyzes data in the support of effective forecasting of revenues and expenditures
- Represents the Department and frequently takes the lead role on committees and task forces which have City-wide impact and required coordination
- Monitors contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; assists departments with preparation of agreements when appropriate
- Plans, directs, manages and monitors various administrative and operational analyses, studies and audits; manages and participates in data collection with regard to needs assessments, benchmarking, and operational reviews of designated responsibilities; evaluates success and provides feedback
- Provides policy, program and procedural direction to assigned teams and areas of responsibility; reviews financial reports and budgets to provide fiscal direction; manages and directs preparation of the compensation budgets and makes recommendations in support of City's goals and objectives; evaluates success and provides feedback
- Interprets, advises staff, and applies provisions of laws, rules, policies, procedures and regulations related to assigned areas
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Leads and participates in complex financial analyses of proposed policy changes
- Coordinates assigned activities with other divisions, departments, governmental agencies and outside organizations
- Participates in City and Departmental management meetings and works to resolve policy, procedural or operational issues; acts as liaison between outside agencies, department heads, the City Manager and City Attorney's offices
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Chief Financial Officer when needed

### **QUALIFICATIONS**

- Principles and modern methods of public and business administration with special reference to organization, fiscal budget, public policy, and personnel management
- Advanced principles and practices of public finance, budgeting, fiscal control and administrative policy analysis
- Principles and practices of local government, including city administration, organization, programs and functions
- Public agency contracting requirements, grant applications and fiscal control of same

- Advanced research and analytical methods, techniques, and procedures
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Personnel management and basic supervisory practices including training and performance evaluation
- City organization and functions; laws, rules and regulations governing fiscal administration
- Pertinent local, state and federal laws, guidelines, regulations and statutes
- Computer software, including word processing, spreadsheet, presentation and database applications, and specialized software programs used in the performance of the work

Skill in

- Planning, organizing, assigning, training, supervising, reviewing and evaluating the activities of assigned program areas within the Finance and Budget department
- Selecting, training, motivating and evaluating staff
- Independently researching, analyzing and making effective recommendations on administrative, management, organizational, budgetary and fiscal practices, procedures and problems
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form
- Working effectively with sensitive and confidential information in a political environment
- Preparing and writing comprehensive, accurate and complex reports in a logical, comprehensive, concise manner, and making recommendations
- Communicating clearly, verbally and in writing
- Coordinating multiple projects and meeting critical deadlines
- Developing and directing professional, technical, or support staff in following procedures and instructions for conducting studies and preparing reports
- Prioritizing workload efficiently, without direct instruction, to meet deadlines under changing conditions
- Analyzing a variety of complex administrative statistical and organizational problems and making sound policy and procedural recommendations
- Interpreting and applying laws, regulations, and policies
- Acquiring subject matter expertise in specific functions, programs and special projects, including the laws, rules regulations, and procedures and technical operations
- Facilitating groups
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in public or business administration, finance, economics, or a related field and five (5) years of increasingly responsible experience in public administration, administrative analysis, or budgetary/fiscal control including at least two (2) years in a senior administrative/supervisory capacity.

### **LICENSES AND CERTIFICATES**

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS**

Mobility to work in a standard office environment and use standard office equipment. Ability to attend off-site meetings and/or meetings outside of regular working hours. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.