

## **PRINCIPAL MANAGEMENT ANALYST**

Salary Range: 20 (Management Salary Schedule)

### **DEFINITION**

Under general direction, performs difficult and complex City-wide budgetary, financial, economic, statistical, administrative and analytical support duties for the Finance Department; manages payroll operations, including the compensation budget; serves as the City's Risk Manager; develops, manages, monitors, and reviews 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; provides highly complex staff assistance to the Assistant City Manager/CFO, City Manager, City Attorney and others; participates in strategic planning, policy development, and legislative analysis.

### **DISTINGUISHING CHARACTERISTICS**

The Principal Management Analyst is a professional single-position management level classification, assigned to the Finance Department. Incumbents are expected to accomplish the full range of duties with only occasional instruction or assistance as unusual or unique situations arise, while exercising sound decision making and independent judgment.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports to the Assistant City Manager/CFO or designee and provides direct supervision to assigned staff.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Plans, directs, and manages payroll operational functions; 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 budget and makes recommendations in support of City's goals and objectives; collects compensation and benefit data and prepares analyses and reports.
- Participates on the city's negotiating team as assigned; prepares costing of proposals and related research.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action for the as appropriate.
- Serves as the City's Risk Manager, plans, organizes, and directs the activities of the City's Workers' Compensation claims; may assist with liability claims.
- Conducts meetings with departments to review loss trends, root causes, and ideas for loss reduction; participates in safety meetings.
- 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.

- May collect and analyze data to develop, evaluate and support the City's fee structure, annexation plans, and other specialized City functions and programs.
- Collects and analyzes data to effectively forecast 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.
- 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 Assistant City Manager/CFO when needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- 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
- City organization and functions; laws, rules, codes, and regulations related to assigned areas of responsibility
- Principles and practices of Workers' Compensation and liability program administration
- 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, implementation, and control; personnel management and supervision.
- Computer software, including word processing, spreadsheet, presentation and database applications, and specialized software programs used in the performance of the work

**Ability to:**

- Plan, organize, assign, train, supervise, review and evaluate the activities and staff of assigned program areas within the Administrative Services Department
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Independently research, analyze and make effective recommendations on administrative, management, organizational, budgetary and fiscal practices, procedures and issues
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form
- Utilize discretion in the handling and disclosure of confidential information
- Prepare and present clear, concise and logical written and oral reports
- Communicate clearly, verbally and in writing
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to assigned areas of responsibility.
- Interpret and apply laws, regulations, and policies
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements to safely and effectively perform the assigned work.

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a Bachelor's degree from an accredited college or university 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.

**GENERAL QUALIFICATIONS****License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. **Physical Requirements**

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office

equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

**Working Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. The incumbent may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

**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.

*Adopted: August 2012*

*Revised: September 2018*