



SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, performs supervisory duties and advanced, difficult, and complex analytical work in areas such as finance, budget, human resources, risk management, grants, and administration and implementation of city programs and policies in support of the City Manager's Office or the Department of Administrative Services; researches and analyzes practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; participates in strategic planning, policy development, and legislative analysis; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional, technical and administrative support staff.

CLASS CHARACTERISTICS

This is the advanced journey/supervisory-level classification in the Management Analyst class series. Incumbents work under general direction and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties in a wide variety of duties such as finance, budgets, human resources, risk management, grants, contracts, and administration and implementation of city programs and policies. Incumbents are also primarily responsible for supervising the work of a group of subordinate professional, technical and/or administrative support staff.

Positions are normally assigned to the Department of Administrative Services or City Manager's Office.

This class is distinguished from the class of Management Analyst in that the latter class does not supervise professional staff as a preponderant duty.

This class is further distinguished from the Principal Management Analyst in that the latter is the advanced journey-level class in the series that has responsibility for performing City-wide budgetary, financial, economic, statistical, administrative, and analytical support duties which require working with the complicated logistics of interdepartmental and/or interagency cooperation.

ESSENTIAL DUTIES

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

- Plans, organizes, assigns, and supervises the staff, operations, and activities of an assigned administrative function.

- Supervises the work of professional, technical, and administrative support staff; selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards; prepares and delivers performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Supervises the activities of a distinct departmental/division administrative program, function, or work unit; has significant responsibility for the development of goals, objectives, and operational strategies for the assigned program/unit and for quality control/improvement.
- Supervises and conducts complex analyses to identify alternatives and make recommendations regarding such matters as organizational structure, accounting services, budget development/administration, staffing, cost/benefit, and policy or procedure modifications.
- Discusses analyses findings with management staff, makes recommendations, and coordinates the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Prepares and maintains a variety of records, reports, and correspondence related to program activities.
- Coordinates assigned activities with other divisions, departments, governmental agencies, and outside organizations.
- Monitors, researches, reviews, interprets, and analyzes existing and new legislation and examines its effect on the City's operations; makes recommendations and provides alternatives to the City, departments, or special project team consistent with legislative guidelines and requirements.
- Composes and present a variety of technical and City Council agenda reports.
- Assists with managing the work of consultants; assists with the preparation of requests for proposals, review bids, and interviews, and recommend the selection of consultants; manages workflow, sets expectations and priorities, and reviews outcomes; assists with the negotiation and monitoring of contracts.
- Attends meetings, conferences, and workshops; may participate on committees and task forces; may make presentations to various groups and individuals.
- Performs related duties as assigned.

When assigned to Administrative Services

Human Resources

- Assumes supervisory responsibility for major human resources functions and activities such as recruitment and selection, employee benefits, labor and employees relations, risk management, organizational development and training, or related activities; identifies opportunities for improvement in the current policies, procedures, and systems; develops

recommendations for changes, recognizing the implications of recommendations; implements modifications to the program, policies, and/or procedures as appropriate.

- Manages, coordinates, and monitors classification and/or compensation studies conducted for a single department, multiple departments, or City-wide; plans, oversees, and reviews the conduct of job analyses and development of recommendations for position allocations; directs salary and total compensation surveys and develops salary recommendations.
- Provides staff support in contract negotiations; prepares summaries, collects data, and makes recommendations.
- Conducts complex investigations regarding allegations of unlawful discrimination, harassment, and/or violations of City policies, procedures, or negotiated memoranda of understanding; interviews complainants, respondents, and witnesses; makes recommendations regarding subsequent actions.
- Advises City officials on interpreting human resources rules, practices, and memoranda of understanding; investigates grievances and discrimination complaints.
- Participates in developing long-range sustainable strategies for the City's labor and employee relations program with key City management staff to ensure that the program is consistent with the City's strategic plan.
- Directs, manages, monitors, and evaluates the programmatic administration and operations of the City's employee benefit plans/programs, including but not limited to health, life, vision, dental, and unemployment insurance; prepares recommendations regarding third-party administrators; provides advice and explanations to employees regarding complex benefits questions.
- Plans, organizes, coordinates, and supervises a comprehensive risk management and loss control program, including but not limited to workers' compensation, as well as liability and industrial safety programs.
- Administers and/or oversees processes and procedures to ensure compliance with medical and disability leaves, including the American with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Paid Family Leave, State Disability Integration, and other related laws.

Finance

- Plans, supervises, and oversees the daily operations, functions, and activities of general financial services or accounting operations such as accounting, accounts payable, accounts receivable, billing and collection, debt, general ledger reporting, and grants.
- Performs a wide range of fiscal activities for the City and related agencies, including general accounting, budget preparation, monitoring investments, reporting, reconciliations, and debt management.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, quarter-end, and fiscal year-end accounting system processing.
- Oversees the preparation of the Annual Comprehensive Financial Report by preparing and analyzing a variety of complex financial reports, statements, schedules, and footnotes;

prepares new-year, mid-year, year-end, interim, and ad-hoc reports, including financial reports for special projects and other organizations associated with the City.

- Plans, coordinates, and/or assists in preparing a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Provides guidance as a subject matter expert and advisor in various programmatic areas related to budget; plans, manages, and participates in the development and implementation of Citywide operational business standards, processes, policies, procedures, and performance measurements; analyzes, evaluates, and develops recommendations for changes as necessary and appropriate; directs the development and maintenance of operating procedures/manuals.
- Plans, facilitates, and conducts complex budgetary, financial, and operating analyses and studies in the preparation of the City's budget including capital and operating budgets, financial strategies, fee studies, interim reports, organizational changes, and related documents. Develops recommendations when dealing with uncertainty due to rapidly changing program and financial/budgetary deadlines and objectives, gaps and conflicts in program and financial/budgetary information, and changing guidelines.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures necessary corrective actions are taken.
- Develops and provides training on the budget process to City staff.
- 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 including developing strategies for the successful achievement of such.
- Plans, directs, manages and monitors various administrative and operational analyses, studies, and audits; manages and participates in data collection for needs assessments, benchmarking, and operational reviews of designated responsibilities; evaluates success and provides feedback of the operational analyses, studies, or audits.
- Participates in debt management activities; maintains debt records; provides information to debt advisors, accounts for defeasance, and performs other debt oversight functions.
- Provides information to City departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Reports financial information and provides special reports to the City Treasurer regarding investment of City funds.

When assigned to the City Manager's Office:

- Perform comprehensive management program analyses in all areas of city administration.
- Oversee special projects at the request of the City Manager. Such projects will typically span the interests of multiple city departments and often involve coordination with other governmental agencies, the private sector and/or the general public.
- 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.

- Serves as a subject matter expert in area(s) of specialty or designated responsibility; acts as a liaison/resource to departments.
- Reviews and monitors the financial activity of assigned department's/division's budgets.
- Develops, manages, implements, and maintains major departmental, functional, or City-wide initiatives, programs, or projects; and coordinates interjurisdictional, interdepartmental, and/or interagency activities; communicates with appropriate City entities.
- Develops, manages, implements, and maintains major departmental, functional, or City initiatives, programs, or projects; makes decisions with the long-term benefit of the City in mind; and coordinates interjurisdictional, interdepartmental, and/or interagency activities.
- Provides lead departmental support as assigned; reviews and analyzes departmental operations, policies and procedures, activities, and budgets; provides recommendations and alternative solutions.
- Assists in organizational reviews within assigned departments; provides support and advice regarding strategic planning, identification of staffing needs and growth estimates to ensure consistency with City goals and priorities; identifies alternative solutions, prepares recommendations, and assists departments in implementing recommended and/or mandated changes.
- Negotiates and monitors compliance of various grant agreements or affordable housing agreements entered into between service providers or developers and the City.
- Interprets and develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Advanced principles and practices of human resources, public finance, budgeting, fiscal control, and administrative and policy analysis.
- Advanced principles, practices, and techniques of public human resources administration, including employee and labor relations, recruitment and selection, classification and compensation, job analysis, job evaluation, organizational and employee development, employee benefits administration, leave management administration, and risk management.
- Principles and modern methods of public and business administration with special reference to organization, budgeting and accounting, and public policy.
- Principles and practices of local government, including city administration, organization, programs, and functions.

- Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Governmental Auditing Standards.
- Principles and practices of labor relations in a public agency setting, including effective negotiation techniques.
- Advanced principles and practices related to public finance administration, budgeting, auditing, and reconciliation; and municipal taxation and revenue management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Public agency contracting requirements, grant applications, and fiscal control of same.
- 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.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in planning, organizing, administering, reviewing, and evaluating a broad human resource services program and directing staff in specified day-to-day human resources activities.
- Direct and participate in advanced administrative, fiscal, budgetary, and operational activities.
- Prepare, implement, and monitor Citywide budget activities.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives; and reach sound conclusions.
- Develop and administer policies, standards, and procedures.
- Audit a variety of documents, procedures, and reports.
- Recognize proper authorization and documentation for disbursements and other transactions.

- Investigate, evaluate findings, and reach sound conclusions regarding allegations of discrimination, harassment, and other violations of City rules, regulations, and policies.
- Interview and obtain information from complainants, suspects, and others.
- Negotiate agreement between differing individuals and groups, gaining cooperation through discussion and persuasion.
- Read, analyze, evaluate, and summarize written material and statistical data including narrative reports, financial reports, and budgets.
- Analyze systems and administrative and management practices and identifying opportunities for improvement.
- Prepare, monitor, and administer various agreements and contracts.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Determine effective methods of research; compile data and present in a form most likely to enhance understanding.
- Prepare and present clear, concise, and logical written and oral reports.
- Coordinate activities with other City departments and agencies as required.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Possession of a bachelor's degree with major coursework in public or business administration, finance, human resources, economics, or a closely related field;

AND

Four (4) years of increasingly responsible professional experience performing public administration, finance, budget, housing, human resources functions, or similar management analytical duties and one (1) year of related supervisory experience;

OR

Two (2) years of experience at a level equivalent to the City's Management Analyst class. Public sector experience is preferred.

When assigned to a specific functional area as noted above, additional knowledge and experience in such area may be desirable.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

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Revised	
FLSA	Exempt
Salary Schedule	Management/Range 18