



SENIOR MANANAGEMENT ANALYST

DEFINITION: The Senior Management Analyst class is responsible for providing second-level supervision and management over programs and staff engaged in general administrative, personnel, staff developmental, fiscal, and/or program analysis for all or a portion of the staff services. This class supervises a group of employees that includes analysts performing professional journey-level work and, like the Management Analyst, personally handles the most difficult and sensitive work and complex analysis. A Senior Management Analyst directs staff over more than one function such as fiscal analysis, personnel, staff development, and program analysis.

The Senior Management Analyst is distinguished from the Management Analyst in that the former is a second-level supervisor/manager over staff and has primary responsible for managing multiple programs and services.

TYPICAL DUTIES:

In addition to the typical duties of a Management Analyst, duties may include, but are not limited to, the following: Plans, organizes, manages, and supervises a group of employees including first-level supervisors and analysts; Establishes performances standards and provides feedback to employees; Supervises staff engaged in professional analytical and technical work in the formulation and administration of department or division budgets, development and management of grants, and contracts, management of department level procurement and/or coordination of personnel functions; Oversees the collection and analysis of data and makes recommendations on the formulation of policy and procedures, and staffing and organizational changes; conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, and/or programmatic problems; Participates in and supervises the design, implementation, and installation of new and revised programs, systems, software, procedures, methods of operation, and forms; Directs, supervises, and managers all of the administrative functions of a large department, through subordinate supervisors, including the compilation of materials and the preparation of budgets, reports, manuals, and publications; Ensures effective coordination of departmental activities with other departments, divisions, units and with outside agencies; represents the department head in committee meetings responds to the more sensitive and difficult complaints and requests for information; Oversees and directs recruitments and examinations, including outreach activities for equal employment opportunity recruiting; Provides direction and technical guidance on classification and pay studies, including job audits, salary surveys, class specification

revisions, or new class development; Participates in labor relations activities including handling grievances and serving as a team member during negotiations; Determines training and development needs; Oversees staff engaged in the development and/or coordination of resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions; Directs staff in conducting workshops and training sessions on a variety of topics including but not limited to technical skills, supervisory principles, customer service skills, safety, diversity, and sexual harassment training modules; Oversees and directs staff in performing various fiscal analyses and in the preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management; Oversees the development of the budget or a portion of the budget including the proper expenditure coding, document preparation, and other financial-related activities: monitors budget for various units and projects; Plans, directs, and supervises staff in identifying and analyzing program administration problems and develops solutions; Reviews regulatory materials for program impact and possible review and revision of current systems and procedures; Coordinates multi-disciplinary groups for programs systems review; Performs related duties as assigned.

EMPLOYMENT STANDARDS:

In addition to the knowledge and ability required of the Management Analyst position, employment standards may include, but are not limited to the following:

Knowledge of: Principles and practices of public and business administration; Principles of personnel, budget, and program management; Governmental functions and organization; Principles and practices of supervision; Departmental program goals, requirements, and operations; Principles of public sector human resources administration; Principles and methods of position classification, examination administration development, job analysis and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge, and abilities; Statistical methods used in selection and other human resources programs; Principles and practices of employee training and development; Adult learning processes; Variety of training programs for employee development; Effective communication, facilitation methods, and aids used for training programs and presentations; Budget preparations and control, accounting principles, and elementary statistical methods; Methods and procedures of governmental budget preparation and control; Financial statement preparation; Principles, methods and techniques of community organization and development, program planning and design, grant writing, budget development, and program evaluation; Theories, principles, goals, and objectives of public social services; Laws, rules, and regulations governing assigned program areas.

Ability to: Plan, organize, assign, and review the work of staff; Select, train, supervise, evaluate, and discipline subordinate staff; Analyze data and present ideas and information effectively; Identify problems and central issues and develop workable solutions; Consult with and advise managers and supervisors on a wide variety of matters; Recommend and

implement changes, and/or improvements; Analyze problems, select alternatives, project consequences of proposed actions, and implement recommendations in support of departmental objectives; Understand, interpret and apply laws, rules, and regulations as they relate to various areas of responsibility; Speak and write effectively using proper English; Establish and maintain effective working relationships; Interpret and apply equal opportunity laws, civil service regulations, and provisions of contracts, ordinances, and negotiated agreements and other regulations or policies relating to human resources; Plan, coordinate, and implement training programs; Speak effectively and convey ideas clearly while facilitating group discussions and training sessions; Perform budget analysis, preparation and monitoring; Analyze and make effective recommendations regarding financial and accounting procedures; Apply social service planning principles and techniques to problems and issues; Build coalitions among groups with differing needs and objectives; Plan and evaluate social service programs.

EMPLOYMENT STANDARDS:

Minimum Qualifications (Education and/or Experience)

-Either- 1. One (1) year of experience in a county system performing duties comparable to the Management Analyst class; **-Or-** 2. One year of management and supervisory experience over a staff services function such as management, personnel, fiscal, or staff development; **-And-** A Bachelor's Degree from an accredited college or university.

Note: Additional years of the required experience can substitute for up to two years of the required education.

Special Requirements: Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

