



CITY OF BEAUMONT

MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a full range of varied and responsible professional and technical administrative and analytical duties in support of assigned department, division, function, or program area; performs a variety of special projects, research studies, budget analysis, and other specialized functions; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public.

REPRESENTATIVE DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of professional level research, administrative, operational, financial, and analytical duties in support of assigned programs and functions within a department; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, and other specialized functions.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area; coordinates, and oversees on-going or special programs as assigned.
3. Conducts or participates in studies of new and existing programs and special projects; researches and analyzes organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consults with City personnel and outside agencies; develops recommendations; assists with the development of policies and procedures; participates in program implementation and monitoring activities; serves as project manager for assigned projects.
4. Researches, complies, analyzes data, trends and patterns; makes recommendation of possible solutions to problems; and assists staff in planning the deployment of resources for various events.
5. Provides assistance in resolving operational and administration problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.
6. Prepares administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with City staff, outside agencies, and associations to obtain information; advises management staff on emerging issues.

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7. Assists with the budget process; provides assistance in the development and administration of assigned budget; collects and analyzes financial data; makes budget recommendations relative to assigned program areas or projects; coordinates and compiles budget recommendations prepared by other staff; creates data tracking and reporting systems; monitors status; assists with grant applications and monitoring.
8. Researches, negotiates, and monitors assigned contracts and agreements with outside suppliers, service providers, and others; ensures work is performed in compliance with contracts and agreements.
9. Provides staff assistance to management staff; performs a full range of complex duties in support of administrative functions and areas; reviews and analyzes month end department reporting; prepares staff reports, consults with and advises department personnel.
10. Coordinates assigned services and project activities with other City programs, functions, boards, committees, and task forces as well as external organizations and agencies and the general public.
11. Establishes, emphasizes and maintains effective working relationships with all City employees, the public and other agencies with which the department interacts.
12. Responds to requests for information from the public, City departments, and outside agencies.
13. Represents area of assignment, participates on, and provides staff support to a variety of committees, task forces, and boards; prepares, presents, and reviews staff reports and other correspondence as appropriate and necessary; responds to and resolves inquiries and complaints.
14. Oversees and assumes responsibility for departmental and/or some City-wide communications; prepares press releases, City Council staff reports, newsletter articles, and other informational pieces; manages department social media accounts; assists management staff in the preparation of various presentations.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to area of assignment.
16. Operates a variety of office equipment, including copy machines, telephones, fax, email, and other various computer systems.
17. Prepares reports and statistics required by the State and regional boards.
18. Assists in monitoring department accounts payable and payroll.
19. Uses sound professional judgment in the application of policy, procedures and laws in situations arising in the course and scope of employment;
20. Gathers and disseminates information necessary for the operation of the department.
21. Confirms accuracy and reliability of data through investigation and research.
22. Enhances department capabilities by preparing analytical and/or statistical reports.
23. Responds to and resolves difficult and sensitive citizen complaints and inquiries.
24. Performs related duties, as assigned.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of assigned program area.
Principles and practices of public administration.
Organization and operation of municipal government.
Municipal government functions specifically related to program area.
Methods and techniques of data collection, research, and report preparation.
Principles and practices of program development and administration.
Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
Techniques and formulae for administrative, financial, and comparative analyses.
Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
Terminology used in area of assignment.
Principles and practices of budget preparation and administration.
Principles of business letter writing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range of responsible and varied professional, analytical duties in providing responsible staff support to a City department.
Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.
Oversee and participate in the development and administration of program goals, objectives and procedures.
Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.
Collect, evaluate, and interpret varied information and data.
Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise technical, administrative and financial reports.
Collect, evaluate, and interpret varied information and data.
Operate and use modern office equipment including a computer and applicable computer applications.
Type at a speed necessary for successful job performance.
Understand and adhere to City policies, procedures, rules and regulations.
Use sound professional judgment in the application of policy, procedures, and laws in situations arising in the course and scope of employment.
Perform routine multi-tasking functions.
Understand and work within the course and scope of duties, authority and responsibilities.

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Relate effectively to people of a variety of cultures, languages, disabling conditions and socioeconomic situations.

Work cooperatively with other departments, City officials, and outside agencies.

Analyze situations and apply departmental rules and regulations effectively, as well as common sense where no guidelines are readily available.

Work with minimum supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

Experience:

Two years of responsible professional level administrative and management analysis experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.