



Civic Center
53-990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

November 2022

FLSA: EXEMPT

MANAGEMENT ANALYST

DEFINITION

Under direction of the respective department head, performs a full range of analytical work to research, evaluate, develop, implement and administer assigned programs, projects and functions; plans and implements analytical strategies to resolve problems; gather and analyzes information from various sources to prepare comprehensive analytical reports and recommendations; administers complex research and assignments as it pertains to the respective department. Performs a full range of responsible and varied professional, analytical, financial, systems, statistical programmatic, management and other administrative analyses duties in providing responsible staff support to a City department, division, function, or program area; performs a variety of assigned projects, prepares various reports to improve the efficiency and effectiveness of departmental or division operations; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on department staffing and operational needs. This position is intended to fit individual department/division needs. All duties outlined are general with the understanding that they pertain to the respective hiring department.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general direction from the respective department head or designee. May exercise technical and functional supervision over technical and office support staff if assigned.

CLASS CHARACTERISTICS

This is the full journey-level class in the Management Analyst Series. Incumbent is responsible for the management and administration of new and existing departmental projects. Incumbent works under general and direct supervision and exercises a moderate level of discretion and independent judgment in performing a full range of routine and complex functions and duties relating to the management of departmental projects and analytical research.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs difficult and responsible assignments in assigned areas of respective department.
- Drafts proposed contracts, bid documents; agreements and a variety of other supporting documents; monitors program/ contract performance and expenditures; researches and

resolves program/contract problems and disputes; compiles and drafts federal and state agency reports and documents.

- Reviews specification; develops, procures, implements and administers contracts and agreements. May prepare RFP's for contract services to establish new projects within the department.
- Responsible for the management, administration and oversight of programs.
- Assists the department head in the development and administration of programs.
- May assist other departments in various tasks or programs.
- Performs duties of disaster worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administrative, organizational, financial and procedural analysis.
- Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
- Federal state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Public Contracts Code.
- State guidelines and rules.
- City department guidelines and specifications.
- Principles and practices of effective management and supervision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Ability to:

- Organize, set priorities and exercise sound independent judgment within areas of responsibility; coordinate effort with other City departments and regulatory agencies.
- Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
- Communicate effectively, both orally and in writing; present conclusions and recommendations clearly and logically.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Establish and administer contracts in accordance with contract requirements and all applicable legal and other requirements.

- Analyze proposed state and local legislation to determine impacts on the City or respective City departments.
- Use and operate computers and standard business software; maintains files, records and documentation
- Establish and maintain effective working relationships with staff, contractors, developers, consultants and other encountered in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Graduation from an accredited four-year college or university with major coursework consistent with the standard needs of the hiring department or a closely related field and at least three (3) years of progressively responsible professional work experience performing duties consistent with the needs of the respective department.

Licenses and Certifications:

Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, be able to operate a motor vehicle to visit various City and meeting sites, possess adequate vision to read printed materials and a computer screen and possess sufficient hearing and speech to communicate in person, before groups, and over the telephone. This position includes sedentary activities but standing in work areas and walking between work areas will be required. Finger dexterity is needed to access, enter and retrieve data using a computer 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees 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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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SENIOR MANAGEMENT ANALYST

DEFINITION

Under direction of the respective department head, performs a full range of analytical work to research, evaluate, develop, implement and administer assigned programs, projects and functions; plans and implement analytical strategies to resolve problems; gather and analyzes information from various sources to prepare comprehensive analytical reports and recommendations; administers complex research and assignments as it pertains to the respective department. Performs a full range of responsible and varied professional, analytical, financial, systems, statistical programmatic, management and other administrative analyses duties in providing responsible staff support to a City department, division, function, or program area; performs a variety of assigned projects, prepares various reports to improve the efficiency and effectiveness of departmental or division operations; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public. The Senior Management analyst exercises general discretion and oversight in the performance of work assignments and is responsible for managing assigned staff. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on department staffing and operational needs. This position is intended to fit individual department/division needs. All duties outlined are general with the understanding that they pertain to the respective hiring department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the respective department head or designee. May exercise direct, technical and functional supervision over support staff if assigned.

CLASS CHARACTERISTICS

Incumbent is responsible for the management and administration of new and existing departmental projects. Incumbent works under general direction and exercises a high level of discretion and independent judgment in performing a full range of routine and complex functions and duties relating to the management of departmental projects and analytical research.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitoring of performance against departmental projects and budgets; participates in developing, implementing and evaluating work programs, plans, processes, systems and

procedures to achieve City goals, objectives and performance measures consistent with the City's quality and service expectations.

- Performs difficult and responsible assignments in assigned areas of respective department.
- Drafts proposed contracts, bid documents; agreements and a variety of other supporting documents; monitors program/ contract performance and expenditures; researches and resolves program/contract problems and disputes; compiles and drafts federal and state agency reports and documents.
- Reviews specification; develops, procures, implements and administers contracts and agreements. May prepare RFP's for contract services to establish new projects within the department.
- Responsible for the management administration and oversight of programs.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment, which supports achieving City and District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Assist the department head in the development and administration of programs.
- May assists other departments in various tasks or programs.
- Performs duties of disaster worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective management and supervision.
- Principles, practices, and methods of administrative, organizational, financial and procedural analysis.
- Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
- Federal state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Public Contracts Code.
- State guidelines and rules.
- City department guidelines and specifications.
- Principles and practices of effective management and supervision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Ability to:

- Organize, set priorities and exercise sound independent judgment within areas of responsibility; coordinate effort with other City departments and regulatory agencies.
- Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
- Communicate effectively, both orally and in writing; present conclusions and recommendations clearly and logically.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Establish and administer contracts in accordance with contract requirements and all applicable legal and other requirements.
- Analyze proposed state and local legislation to determine impacts on the City or respective City departments.
- Use and operate computers and standard business software; maintains files, records and documentation
- Establish and maintain effective working relationships with staff, contractors, developers, consultants and other encountered in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Graduation from an accredited master degree program is preferred. At a minimum, the incumbent must have graduated from an accredited four-year college or university with major coursework consistent with the standard needs of the hiring department or a closely related field and have at least five (5) years of progressively responsible professional work experience performing duties consistent with the needs of the respective department.

Licenses and Certifications:

Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, be able to operate a motor vehicle to visit various City and meeting sites, possess adequate vision to read printed materials and a computer screen and possess sufficient hearing and speech to communicate in person, before groups, and over the telephone. This position includes sedentary activities but standing in work areas and walking between work areas will be required. Finger dexterity is needed to access, enter and retrieve data using a computer 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 weighing up to 25 pounds.

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Employees 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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.