

**CITY OF FONTANA
MANAGEMENT ANALYST TRAINEE
MANAGEMENT ANALYST I/II
SENIOR MANAGEMENT ANALYST**

DEFINITION: Under the administrative direction of the Department Head or Manager, the Management Analyst performs a broad variety of professional, technical and administrative duties. Employees are assigned varied analytical, programmatic, and budgetary functions that span several job families. Provides a variety of general to highly complex level analytical and complex support to the assigned department; oversees programs which address constituent issues and services to citizens; assists and makes recommendations in policy, procedure, work methods, and budget development and implementation; coordinates, oversees, and participates in assigned administrative duties; and performs a variety of related management and special projects as assigned. May exercise functional and technical supervision over clerical and technical staff and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Management Trainee – This is a training level class in the Management Analyst series. Under very close guidance and supervision, this trainee would acquire the essential knowledge, skills and abilities to perform work comparable to that of a Management Analyst I. The incumbent shall learn to perform administrative and management methods or technical phases of work as a background for advancement. This will prepare the trainee in fields such as budget analysis, personnel management, administrative analysis, project management, program/organizational analysis, research, asset control, and similar specialized areas. This position assists in gathering information and in making special surveys, studies, and investigations; prepares recommendations based on studies or surveys; assists in writing technical reports on and descriptive summaries of problems studied; makes comparative analyses of minor phases of rules and procedures; interviews and consults with others as appropriate; dictates correspondence. The incumbent shall serve not more than one year in this training capacity.

Management Analyst I – This is the entry level class in the Management Analyst series. This class is typically used as an entry level class in which employees develop and evolve into professional full journey level work. Employees in this class assist higher level management or supervisor/manager in various management tasks and projects covering a range of issues. Work is assigned on a project basis. Assignments are made under immediate supervision, allowing for some latitude in the formulation of solutions and responsibility for accomplishing projects. This position serves primarily as individual contributors performing a variety of administrative and technical duties requiring knowledge of methods and procedures in support of a department. This class is distinguished from the Management Analyst II by the performance of the more routine tasks and duties assigned to positions within the series; the absence of lead responsibility for one or more areas and the absence of responsibility for direct supervision of staff. As incumbents in this class gain experience, they receive only occasional instruction or

assistance as new or unusual situations arise and are fully aware of the operating procedures and policies.

Management Analyst II – This is the journey level class in the Management Analyst series. Positions in this class are typically filled by advancement from the lower-level Management Analyst I class or when filled from outside, require prior analytical experience. Appointment to this class requires that the employee perform the full range of duties for the class and meet the qualifications standards for this class. The incumbent works under limited supervision and is expected to perform the full range of research, evaluation and analytical work requiring complete knowledge of administrative principles and analytical practices. Work assigned to this class is distinguished from the Management Analyst I level by the greater complexity of assignments received, a broader range of duties, and the greater independence with which an incumbent is expected to operate. The Management Analyst II exercises a high degree of responsibility for administrative, operational, and budgetary research, analysis and providing recommendations for consideration by staff and management. Incumbents in this class may oversee or supervise staff.

Senior Management Analyst – This is the advanced journey level class in the Management Analyst series. Incumbents provide advanced professional and technical administrative assistance in conducting comprehensive analyses and coordination of municipal policies, organization, procedures and services. This class is distinguished from the Management Analyst II by oversight responsibility for a variety of functions, and the difficulty and highly complexity of work performed. It also requires the use of a high degree of independent judgement in making decisions and may be the subject matter expert in one or more areas. Reporting to a department head, the incumbent typically has responsibility to directly assist in accomplishing objectives which include budget preparation and monitoring, contract compliance, personnel management, project management, asset control, organizational analysis, legislative analysis, policies/procedures development and purchasing. The position may be responsible for administering activities/functions that have city-wide or cross-departmental impact. Incumbents in this class supervises professional level and support staff.

ESSENTIAL FUNCTIONS: The incumbent must have the abilities to:

- Conduct assigned administrative, fiscal or operational project activity, preparing and maintaining records, performing research and analysis as required.
- Prepare and may present reports of findings and recommendations as to appropriate action.
- Administer an assigned program, or as designated representative, leads or participates in committee activity, contributing views and interests of the City in the execution of responsibilities.
- Initiate correspondence, prepares public notices, newsletters or drafts council reports or public documents requiring sensitivity to issues and knowledge of related laws, ordinances, policies and procedures.

- Conduct or completes surveys; as directed, responds to inquiries regarding City operations and provides explanation of activities, policies and procedures.
- Establish, cultivate, and maintain community and public relations. Monitor legislative and judicial activities relating to the respective City departments when appropriate.
- Coordinate activities with other City departments; provides liaison to the public in the execution of responsibilities.
- Administer contract or grant-funded program activity, directing and monitoring work performed; prepare or draft related proposals, reports, and records; and, monitor budget expenditures.
- Compile information and prepare manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- Provide assistance to Department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, and procedures.
- Direct the work of others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Monitor and evaluate the efficiency and effectiveness of City programs in assigned areas.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Write grant applications; submit grants to funding source for review and award decisions; coordinates, monitors, and evaluates progress of submittals to ensure that a free-flowing transition of planned events occurs; prepare periodic progress reports to comply with grant requirements.
- Analyze proposed legislation for impact on City operations and/or procedures and develop alternative recommendations.
- Assist in developing and administering the City's budget, including gathering and analyzing data and information, and monitoring expenses; investigates and evaluates the need for changes in budgetary allocations during the fiscal year
- Prepare and review reports for regulatory agencies, City administration and City Council.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and superior in writing.
- Maintain prompt and regular attendance.
- Research and analytical skills.
- May plan and coordinate community events and programs.
- Sound judgement and attention to detail.

- Represent the City in all functions of inter-governmental relations to include but not limited to: interaction with local, State and Federal agencies, staff and elected officials; direct and monitor lobbyist and lobbying efforts on behalf of the City.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- Able to use a personal computer, telephone, and electronic devices.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter assistance. The need to lift, drag, and push files, or other materials weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Operations, services, and activities of municipal government.
- Principles of research, statistical analysis and report preparation.
- Modern principles and practices of public administration.
- Principles and practices of municipal program development and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Experience:

Management Analyst Trainee – Some experience conducting professional research and analysis or any combination of training and experience that provides the desired knowledge and abilities. Experience is typically obtained through internship programs.

Management Analyst I – At least two years of research, evaluation, analytical, or administrative experience in budget, accounting, personnel management, operational research and analysis, report writing, and/or other related experience.

Management Analyst II – At least three years of increasingly responsible professional research, evaluation, analytical, or administrative experience in budget, accounting, personnel management, operational research and analysis, report writing, and/or other related experience, and/or municipal program experience; supervisory experience highly desirable.

Senior Management Analyst – At least five years of increasingly responsible professional research, evaluation, analytical, or administrative experience in budget,

accounting, personnel management, operational research and analysis, report writing, and/or other related experience, and/or municipal program experience and experience with grants administration; at least two years at the journey level with supervisory experience.

Education: A Bachelor's Degree from an accredited college or university with major coursework in business or public administration, or a closely related field; a Master's Degree is highly desirable. Work experience may be substituted for the education requirement on a year for year basis, with a minimum of five (5) years' experience equating to a Bachelor's Degree.

License: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's license or equivalent.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to complete an annual Statement of Economic Interest Form (700 Form) and bi-annual ethics training pursuant to AB 1234.