



JANUARY 2021
FLSA STATUS: NON-EXEMPT

CONFIDENTIAL MANAGEMENT ANALYST

DEFINITION

Under direction, provides administrative and professional level support to assigned departments and/or divisions; functional areas may include, but are not limited to, budget development, assistance with grants management, capital project procurement, contract administration, organizational analysis, legislative analysis, policy development, program evaluation and provides confidential support to the Human Resources Department; participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; conducts a variety of analytical and operational studies regarding departmental and programmatic activities; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Manager or assigned management personnel. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is a full journey-level class wherein incumbents provide specialized, confidential and professional level support to assigned departments and/or divisions. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and the exercise of considerable discretion and judgment. The work includes problem solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods. Works is typically reviewed on completion for soundness, appropriateness, and conformity to policy and requirements. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL 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 professional-level administrative, confidential and programmatic work in such areas as budget development, grants management, human resources management assistance, capital project procurement and contract administration, organizational analysis, legislative analysis, policy development and program evaluation.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- May serve as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services at the direction of assigned department heads; receives and coordinates with management on departmental responses to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Manages assigned projects; develops task based work plans and timelines; develops project specifications and bid documents; participates in the selection of contracted professional services; monitors work performed to ensure compliance with budget and project specifications for deliverables; performs procurement and contract administration duties for capital projects; prepares project reports and presentations; attends field meetings and site inspections.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Assist in the development and reporting of alternate funding sources and ensures compliance with Federal, State, City, and funding agency and City accounting and reporting requirements, applicable laws, regulations, and professional accounting practices.
- Prepare and submit City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Assist Human Resources with the coordination and administration of the City's safety program; tracking employee safety training and scheduling training sessions.
- Provides confidential administrative assistance to the Human Resources Director during labor contract negotiations with assigned bargaining units, including the review and modification of Memoranda of Understanding.
- Assist with City benefit program administration.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal management and government.
- Human resources management practices and policies as applied to training, labor contract negotiations and departmental program management.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of policy analysis, review, development and implementation.
- Principles and practices of contract administration and evaluation.
- Public agency budget development and administration, and sound financial management policies and procedures.
- Current and proposed legislative initiatives which impact the City.
- Principles and practices of project management.
- Principles and practices of public relations and media communications.

- Analytical and research techniques.
- Demographics of the local business community to establish public/private partnerships.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the assigned department or division.
- Manage assigned programs and projects.
- Assist with the development of complex organizational policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted 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. A typical way to obtain the required qualifications would be

Equivalent to completion of an Associate of Arts degree in business management, public administration, or a related field, and five (5) years of professional support to fiscal, organizational, policy or administrative programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

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 materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Employees may periodically inspect project work sites, traversing uneven terrain. 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 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 frustrated or irritated individuals in interpreting and enforcing department policies and procedures.