

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Management Analyst	Job Family: 2
General Classification: Management	Job Grade: 31

Definition: To perform complex responsible professional and analytical duties in providing staff assistance to department heads or other management personnel; to conduct special studies, surveys, and research assignments in a variety of administrative and operational procedures and topics, often with departmentwide, cross-departmental, and/or major financial impact; to prepare effective written reports and present recommendations to senior management, boards, commissions, community groups, and the City Council; and to do related work as required.

Distinguishing Characteristics: This is the advanced journey-level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the level of departmentwide and cross-departmental responsibility assumed and the complexity of duties assigned in the areas of designing and conducting comprehensive analysis, identifying appropriate options, developing effective recommendations, working proactively to identify and respond to needs and opportunities, and establishing and administering new programs, policies, and systems with limited supervision. Employees at this level perform complex, difficult, and accountable duties requiring independent action. Employees must be fully trained in all procedures and have a full understanding of all programs related to the assigned area of responsibility.

Receives direction from management staff.

May exercise direct and indirect supervision over assigned professional, technical, and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide high-level staff support to department heads and other managers in the development, analysis, and implementation of policies, programs, procedures, and projects with departmentwide or cross-departmental impact.
2. Compile, analyze, interpret, and track qualitative and quantitative measures in order to assess cost, operational feasibility, effectiveness, and other aspects of policies, programs, and projects to support effective decision making and to evaluate and resolve administrative, fiscal, personnel, and operational issues using

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such tools as surveys, management studies, stakeholder analysis, sensitivity analysis, and statistical analysis.

3. Prepare complex contracts, proposals, grant applications, requests for proposals, and similar documents; prepare reports and monitor grants and contracts for compliance.
4. Oversee the development, administration, and monitoring of the department budget; prepare a variety of fiscal, administrative, and management reports; may prepare complex financial forecasts of expenditures and revenues.
5. Maintain, review, and continuously improve complex department systems, procedures, manuals, and forms used in operations that provide financial, programmatic, and operational information and support.
6. Manage assigned programs or projects; schedule, plan, coordinate, evaluate, and report on work progress and outcomes.
7. Write and present comprehensive, concise, and clear reports, memos, newsletters, and other communications.
8. Represent the City and be a department liaison in interdepartmental, community, and professional teams, meetings, trainings, and events as required.
9. Support the coordination of intradepartmental and cross-departmental activities; work with other City departments and divisions, community groups, outside agencies, and businesses.
10. Respond to complaints and requests for information; develop processes and recommend solutions to effectively resolve future complaints and requests.
11. Interpret Federal, State, and City regulations; coordinate their application to City and department operations.
12. Provide staff support and make presentations on assigned projects and programs to the City Council, City commissions, and committees.
13. May prepare financial reports and make recommendations regarding rate structures, bonding, budgeting, and other financial matters.

14. May perform complex financial analysis, including calculation of present value, return on investment, life cycle cost, and cost-benefit comparisons.
15. When assigned as an unrepresented, confidential employee, support and participate in all aspects of contract negotiations with represented labor groups.
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration; Best Practices, community input, and other research techniques; methods of continuous improvement; methods of report preparation and presentation; successful methods of project and program management; pertinent State, Federal, and local laws and regulations; principles of contract and grant administration; modern office procedures, methods, and computer equipment and software; principles of supervision, training, and performance evaluation; City policies and procedures. When assigned to Finance, principles, methods, and practices of complex fiscal analysis, municipal finance, and budgeting.

Ability to: Manage and participate in the analysis of a wide variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations; work proactively, effectively, and efficiently in time-sensitive situations and meet deadlines; review complex organizational, administrative, and financial problems, and recommend and implement an effective course of action; perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency; manage and complete large and complex projects; effectively utilize computers and automated systems; maintain confidentiality regarding City- and departmentwide policies and changes; interpret policies, guidelines, and procedures; develop recommendations and assist in making decisions of considerable impact; work independently with minimal supervision; perform complex mathematical and statistical calculations accurately; perform sophisticated financial and operational analysis to assist decision makers; supervise, train, and evaluate assigned staff; evaluate program effectiveness; administer City programs, coordinate work, and collaborate with other divisions, departments, and outside agencies; communicate logically, clearly, and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field and three years of increasingly responsible professional-level experience in such areas as complex financial and/or data analysis; program or contract management and evaluation; policy development; and report-writing. A master's degree in public administration, business, law, or a related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: January 1994

Revised: October 2017

HRD/CLASS SPECS

Senior Management Analyst