

**CLASS SPECIFICATION****06/12/92****SENIOR MANAGEMENT ANALYST, 9171**

Summary of Duties: A Senior Management Analyst plans and organizes work and resources; directs professional, technical, and clerical personnel in performing a wide range of administrative, financial, grants, legislative, and/or personnel work; personally performs the more difficult work; may act as staff advisor to management or as the assistant head of a major administrative staff or operating division; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Senior Management Analyst is generally appointed to a position which personally performs the most difficult and complex professional administrative assignments in department or program administration with department-wide applications, or supervises a professional staff engaged in such work. Persons in this class receive assignments which are more difficult or complex than those assigned to Management Analysts and for which there are fewer guidelines or precedents on which to base the work. Assignments are received in terms of broad objectives or complex problems, and incumbents receive minimal direct supervision, their work being subject to review in terms of adherence to policy and soundness rather than methods employed. An incumbent typically supervises an individual work unit or group of professional and nonprofessional administrative employees with a specific administrative function.

Normally an employee will advance to a position which serves as virtually a full-time supervisor of a larger professional administrative staff. Such persons will typically act as second level supervisor of at least one supervising Senior Management Analyst I, and may also supervise clerical or technical subordinate supervisors. As the direct assistant to a Chief Administrative Assistant in a large department or as the head of the administrative staff of a smaller department, a Senior Management Analyst II may direct several discrete functions, typically budget, personnel, and accounting, with each containing a significant professional staff. Incumbents are fully responsible for their work and the work of their subordinates. They receive minimal supervision, and their work is reviewed mainly in terms of objectives accomplished and problems solved.

Incumbents in the class of Senior Management Analyst, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, and evaluation of performance.

Examples of Duties: A Senior Management Analyst:

- Supervises the work of professional, technical, and clerical personnel engaged in administrative, budgetary, financial, grants, contract management, legislative, and personnel activities;
- Plans, assigns, directs, coordinates, and evaluates the work of a major administrative or programmatic work section or division;
- May serve as assistant to a Chief Management Analyst in a large department or as the head of the administrative staff of a smaller department;
- Prepares, administers, and analyzes departmental budget in conformance with the overall departmental work program; Initiates, organizes, coordinates, reviews, analyzes, and evaluates surveys, studies, contracts, and investigations;
- Makes recommendations for the solution of problems pertaining to operations, programs, finances, personnel, equipment, supplies, and physical facilities;
- Prepares or supervises preparation of complex narrative and statistical reports and correspondence;

- As staff assistant to management, recommends and implements the installation of new and improved policies, procedures, programs, operating practices, and reporting systems, including computer-based systems;
- Develops measures of effectiveness or indicators of workload in connection with a program budgeting system;
- Initiates, coordinates, and evaluates work measurement studies;
- Supervises the preparation of organization and work flow charts;
- Recommends, supervises, and reviews the establishment, preparation and maintenance of procedures manuals;
- Administers programs funded by grants, fees, and other non-tax revenue sources;
- Plans, develops, implements, monitors, and evaluates contracts for grant- or trust-funded programs;
- Prepares Requests for Proposal;
- Supervises or participates in the negotiation, development, and administration of contracts between the City and other entities;
- Confers with and advises top-level management and elected officials on a variety of difficult and complex operating problems;
- Represents management at meetings with other governmental jurisdictions, City departments, or bureaus, and before City Commissions, the City Council and its Committees, and presents information and reports on actions taken;
- Acts as the management representative and participates in the meet and confer process;
- Explains and interprets department policies, practices, and procedures in response to written or oral inquiry;
- Performs liaison duties with other government jurisdictions;
- Applies a variety of techniques to fully utilize the skills and potential of subordinate employees;
- Maximizes productivity through effective communication with and motivation of subordinate employees;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- The major principles, practices, and methods of public administration, budgeting and financial control, personnel administration, administrative analysis, the City's legislative process, contracting, cost accounting, and purchasing;
- Basic office and business procedures and practices;
- Interrelationships and responsibilities of City departments the City Council and its Committees, and other governmental and public organizations as provided for by the City Charter, City ordinances, and pertinent state laws;
- City administrative policies and procedures, including the CAO departmental budget manual, CAO Rules, and the Mayor's Executive Directives;
- City personnel rules, policies, practices, and procedures, including Civil Service Rules, Personnel Procedures Manual, Personnel Department Policies, and Division IV (General Employment) of the Administrative Code and Article IX of the City Charter;

- Supervisory principles and practices, including planning, delegating, reviewing, and controlling the work of subordinates; Techniques of training, instructing, and evaluating subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's AM./native Action Program;
- Effective safety principles and practices;

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel;

A general knowledge of:

- Principles and methods of records management;
- Computer-based information management capabilities;

The ability to:

- Analyze and evaluate tangible and intangible data and draw sound conclusions;
- Analyze situations and adopt an effective course of action;
- Prepare and interpret statistical computations, charts, and diagrams;
- Review, edit, and prepare written reports and recommendations concisely, logically, and convincingly;
- Deal tactfully and effectively with elected officials,
- Commissioners, bureau and department heads, supervisors, and other employees;
- Organize and conduct studies pertaining to budget preparation, personnel utilization, performance reporting, organization, finance, administrative analysis, and special project development and implementation;
- Plan, organize and direct the activities of an administrative staff involved in varied financial, budgetary, programmatic, and administrative work;
- Develop subordinates through performance feedback, and to motivate subordinates to maximize productivity.
- Establish and maintain a work environment to enhance both employee morale and productivity

Minimum Requirements:

Two years of full-time paid experience as a Management Analyst, or in a class which is at least at that level and which provides professional experience in administrative, financial, grants, legislative or personnel work.

License: A valid California driver's license may be required for some positions.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.