

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

MANAGEMENT ANALYST

DEFINITION

Under general direction of the City Manager the Management Analyst performs complex and sensitive analytical work related to preparing, reviewing, analyzing and supporting an extensive range of varied functions in a number of areas. As required by Administration, this individual works with considerable independence on special projects outside the area of specialization.

DISTINGUISHING CHARACTERISTICS

This classification is designed for professional level, administrative positions performing complex, analytical work. This is a journey level, exempt, single position class functioning independently and providing full management support and advice regarding difficult and sensitive issues. This classification is distinguished from the Administrative Assistant job family, which is designated for administrative generalist position assignments under general supervision.

SUPERVISION RECEIVED AND EXERCISED

The Management Analyst receives supervision directly from the City Manager or his/her designee and may supervise staff as assigned.

ESSENTIAL AND IMPORTANT DUTIES

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

Analyst

Provide highly responsible analytical staff assistance including comprehensive analysis of a wide range of municipal policies and evaluating and administering issues having a Citywide impact.

Provide responsible professional and technical assistance in the development, administration and implementation of City programs. Assist in formulating program policy, goals and procedures. Collect and compile relevant data supporting recommendations.

Analyze proposals for immediate and long-term policy and fiscal impacts and make recommendations based on findings. Prepare recommendations in oral and written form.

Conduct research and prepare written and oral reports, including resolutions, ordinances, agreements, correspondence and press releases, with recommendations for presentation to the City Manager, Department Heads and/or City Council.

Coordinate and assemble a variety of financial/statistical information for inclusion in reports and presentations.

Provide the City Manager with support for functions related to state and federal legislative advocacy and county or regional wide issues including surveys, studies, coordination and related functions.

Public Relations

Coordinate the development, publication and disbursement of the City newsletter. Review and make recommendations regarding content.

Plan, coordinate and implement community events, meetings, forums and related activities. Prepare agendas and minutes.

Respond to complaints and requests for information from the public and City staff. Research requested information and determine appropriate resolutions.

Develop program manuals, handouts, flyers, etc.

Human Resources

Perform professional work in a variety of human resources program areas including recruitment, selection, classification, compensation, training, benefits administration and other aspects of human resources.

Plan and coordinate all facets of the recruitment and selection process including but not limited to developing recruitment strategies, preparing job announcements, screening and accepting or rejecting applications based on

qualification standards, administering tests, placing appropriate advertising, scheduling, designing and coordinating the entire interview process.

Ensure that fair employment practices are followed. Maintain and monitor the City's EEO data for compliance with Federal requirements.

Maintain a consistent and current understanding of policy/program issues in the assigned area of responsibility.

Collaborate with management and co-workers in providing consultation services in areas of expertise.

Assist in the development and preparation or revisions of job descriptions and in the administration of class and compensation reviews.

Coordinate and participate in training of other personnel.

Monitor compliance with all aspects of the Memorandums of Understanding.

Interpret rules, regulations, laws, MOU's and policies in making recommendations to Human Resources issues and other departments. Evaluate statutes for compliance with FMLA, ADA, and EEO and refer inquiries as appropriate.

Participate in the collective bargaining process as staff support and perform all duties required by the process including, but not limited to, costing, contract language preparation and other related duties.

Answer routine inquiries and requests for factual information on subjects such as employment verification, job openings, survey inquiries and benefits.

Risk Management

Act as risk management coordinator for the City. Monitor and coordinate liability claims. Coordinate the risk management, safety and workers compensation programs. Resolve claims with third party administrator(s) and others.

Assist in the development of new program elements and program modifications as necessary to meet goals and objectives. Monitor and coordinate the daily operations of assigned program areas. Perform analytical work and maintain appropriate records and statistics.

Assist in performing Workers Compensation and risk management duties, as assigned.

Project Management

Manage, direct and coordinate special projects and programs as assigned. Help develop and monitor work plans to achieve goals and objectives.

Develop manual and/or automated tracking systems for assigned activities, programs and projects.

OTHER FUNCTIONS

May supervise support staff as assigned.

May attend meetings and make presentations.

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration.
- Principles and practices associated with advanced office management and administration.
- Principles and practices associated with organization, research methods and techniques.
- Basic principles and practices of human resources management.
- Principles and practices of good customer service.
- Methods and techniques of project management.
- Principles and practices of safety management.
- Modern office procedures, methods and equipment, including business letter writing and basic report preparation.
- Principles and procedures of record keeping.

- English usage, spelling, grammar and punctuation.

Skill to:

- Provide exceptional communication skills in personal and public settings.
- Operate an office computer and a variety of word processing and software applications.
- Accurately and effectively design large, complex spreadsheets and information data.
- Demonstrate sound judgment and providing unbiased advice in formulating recommendations.

Ability to:

- Organize, plan, schedule and implement operations. Conduct analytical and administrative projects related to area of assignment.
- Work independently on detailed and complex issues, while keeping the City Manager and City Attorney informed and function effectively with minimal supervision.
- Analyze and evaluate data.
- Provide effective functional or project leadership.
- Effectively plan, organize and prioritize work.
- Be politically astute and capable of making professional recommendations within a political environment.
- Communicate clearly and understandably both verbally and in writing.
- Interpret and apply departmental rules and policies.
- Prepare correspondence and memoranda.
- Monitor and ensure attainment of deadlines.
- Work irregular hours as necessary to meet deadlines and achieve objectives.

- Establish and maintain effective work relationships.
- Sit and work long hours and travel to meetings and conferences as needed.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the essential and important duties of this position are required. A typical qualifying background would be to possess the equivalent of a Bachelor's Degree from an accredited college or university with major coursework in public or business administration, or a closely related field and three years of experience in local government.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess, or obtain within six months of hire, an appropriate valid California Driver's License.