

## JOB DESCRIPTION

City of Patterson



Human Resources

## MANAGEMENT ANALYST

### JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction of a Deputy Director of Regulatory Compliance and Administrative Services, or a senior-level manager, performs a wide variety of professional, administrative, analytical and management support activities within an assigned program area; develops, implements and administers assigned program responsibilities that include budget preparation, financial management and grant coordination; conducts administrative and technical research; prepares and presents comprehensive complex technical and analytical reports, analysis and recommendations; and performs other related duties as required and/or assigned.

Program responsibilities may include serving as one or more of the following: Grants Program Coordinator, FOG Program Coordinator, GIS/Mapping Coordinator, Solids Waste Coordinator, Public Information Officer/Outreach Coordinator, Technology Coordinator, Floodplain Manager, Vehicle & Equipment Coordinator, Assessment Districts Coordinator, Human Resources Coordinator, Development Coordinator, Stormwater Management Program Coordinator, Inspection Services Coordinator, Backflow Prevention Device Program Coordinator.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction for a Deputy Director of Regulatory Compliance and Administrative Services or a senior manager.

May exercise technical and functional supervision and training to technical and office support staff.

### ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to, the following:*

Conducts studies of organizational administrative and operational issues: reviews and analyzes processes, procedures and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.

Provides staff support to department management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational, and organizational issues; coordinates and manages assigned special projects.

Maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements and monitors assigned budgets; monitors contracts, grants, and related documentation; and

performs customer service functions.

Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, department, and/or division; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis and other specialized functions.

Administers and coordinates assigned functions or projects; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.

Prepares and presents comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

Participates in budget development and administration for assigned area of responsibility; analyzes proposed capital, operating and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.

Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.

Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports.

Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.

Conducts a full range of activities required to prepare, submit, and manage grant applications; to monitor existing programs for compliance with regulations and funding requirements; and to comply with grant reporting requirement.

Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports and other correspondence as appropriate and necessary.

Coordinates and collaborates with departments, divisions, and outside agencies; serves as a liaison with public and private organizations, community groups and other social organizations; provides information and serves as a resource.

Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies

Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state, and local regulations.

May oversee the work of lower-level administrative support staff.

Responds to and resolves difficult and sensitive citizen complaints and inquiries.

Analyzes and evaluates all local, State and Federal laws, regulations and ordinances governing assigned programs to ensure compliance; writes and updates City ordinances to comply with State and Federal laws and regulations; works with regulatory agencies to perform environmental compliance program audits; completes monthly,

quarterly, and annual reporting as required by the State.

Coordinates organization and operational activities for assigned environmental compliance programs ; participates in the development and implementation of program goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; provides training and assistance and oversees the work activities of environmental compliance personnel; provides assistance to the Department with assigned budgets and recommends adjustments as needed for operational efficiency.

Develops and implements public and business education campaigns; educates staff, Council and the public on new legislation, regulations, and programs.

Prepares and evaluates technical bid specifications for consulting and service contracts; assists the Department with the management of contracts and agreements once awarded.

Serves as a liaison with employees, the public, community groups and other organizations; provides information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints.

Writes, edits and designs articles for City publications, newsletters, and press releases.

Performs related duties as required and/or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Modern principles, practices and methods of administrative and organizational analysis and public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of municipal budget preparation and administration; principles of practices of Human Resources administration; pertinent Federal, State, and local laws, codes and regulations; methods and techniques of scheduling work assignments methods and techniques for record keeping and report preparation and writing; modern office procedures, methods and computer equipment; applicable software programs; oral presentation techniques and practices; strong writing and oral communication skills; techniques practices in writing clear, structured, articulate and persuasive reports.

**Ability to:** Analyze financial, budgetary, administrative, operational, and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned work programs and grants. identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as an active team member; make sound decisions within established guidelines in a timely manner; analyze complex issues and develop and implement appropriate responses; follow written and oral directions; communicate clearly and concisely, both orally and in writing; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner; establish and maintain effective working relationships; observe safety principles and work in a safe manner.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities; would normally include:

**Education:** Equivalent to a BA/BS degree from an accredited college or university with major course work in Business or Public Administration, Accounting, or related field.

**Experience:** Two (2) years of progressively responsible administrative, analytical, and technical experience in a public agency.

**License or Certificate:** Possession of a valid Class C California Driver's License at the time of appointment.

## **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to sit at a desk for extended periods of time; intermittently twist and bend to reach office equipment; use finger dexterity, simple grasping and fine manipulation to write or use a keyboard, file, and answer the phones; is frequently required to walk, talk and hear to receive and communicate information; and the employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl; and may be expected to lift and/or move up to 25 pounds.

**Environmental Conditions:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment, but at times will be required to do field work and attend special/school events. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

**FLSA Status:** Exempt

**Revised:** August 2022