

# MANAGEMENT ANALYST, SENIOR

## **JOB PURPOSE AND SUMMARY**

Performs a variety of complex tasks in support of County and departmental operations and services. Duties emphasize research, analysis, and development of recommendations in areas such as budgeting and financial planning, organizational analysis, policy formulation and service delivery. Senior Management Analysts may be assigned in a number of areas including finance, internal audit and operational areas. Positions at this level typically involve county-wide responsibilities.

## **CLASSIFICATION DISTINCTIONS**

This is the second level in the Management Analyst series. Incumbents work under the general direction of a senior executive with broad responsibility and considerable latitude for independent judgment. Positions may include functional and technical supervision of subordinate staff on a project or continuing basis. The lower class of Management Analyst is characterized by more routine assignments, projects of more limited scope and less authority for independent action. Positions at this level require a thorough knowledge within a particular discipline (budget, internal audit, etc.) or broad expertise in particular operational areas.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Gathers and analyzes quantitative and qualitative information to support organizational planning and resolution of issues.
- Prepares complex reports and recommendations.
- Advises and assists senior executives and managers.
- Plans oversees, and carries out projects including direction and coordination of assigned staff.
- Devise and implement innovations and refinements in the budget process to meet agreed upon goals; create and apply a variety of computer applications to facilitate the budget process; establish budget timetable, write instructions, design forms.
- Work with the County Administrator, Finance Director, or other department director and division managers to identify goals and objectives for the budget process and other major projects.
- Provide technical direction and assistance to department and division managers in the preparation of budget submissions.

- Work with department management to gain an understanding of operations, practices and needs in order to evaluate budget proposals and resolve problems; review all proposed budget amendments for consistency of policy and procedures.
- Analyze the financial and efficiency impacts of budget proposals and program plans; prepare revenue forecasts.
- Perform related duties as assigned.

## **QUALIFICATIONS**

Positions at this level typically require a bachelor's or advanced degree in a financial or administrative discipline and substantial and responsible experience in administrative analysis, budgeting, auditing or a related field, preferably including public sector experience at the local government level.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

### **Varying according to area of assignment:**

**Knowledge of:** contemporary principles and techniques of public finance, organizational planning and development, administrative and quantitative analysis; program development and evaluation; research methods and information sources; financial planning and forecasting; relevant computer-based systems and applications; principles and techniques of project management and staff supervision; pertinent Federal, State and local laws, codes and regulations.

**Skill and ability in:** analysis and problem solving; presentation and oral communication; establishing and maintaining effective working relationships; the development and utilization of a variety of computer applications including spreadsheets, databases and other application-specific software; writing report preparation.

Office use: 6/22/00