



CITY OF CHINO

Senior Management Analyst

Definition:

Under administrative direction, performs a variety of difficult and/or complex professional administrative and analytical work in support of the assigned department; manages programs that have City-wide or department impact; conducts complex and sensitive studies for the department director; prepares detailed reports and recommendations; conducts special projects; supervises or coordinates special functions; recommends administrative or policy changes; and, performs related work as assigned.

Class Characteristics:

The Senior Management Analyst is a multiple position advanced journey level professional classification. It is distinguished from other classes in the series by the degree of knowledge and independence required to perform assigned responsibilities. The Senior Management Analyst conducts projects or directs programs within the parameters of desired objectives, methods to be utilized, and schedule constraints. The incumbent works within general guidelines and statements of expected results and has wide latitude for independent decision making. The Senior Management Analyst may direct subordinate staff in the execution of assigned duties.

Essential Functions:

All Assignments

- Conduct assigned administrative, fiscal, or operational project activity, preparing and maintaining records, performing research and analysis as required; prepare and may present reports of findings and recommendations on programs managed, operating and organizational procedures, pending and approved state and federal legislation, and cost comparisons.
- Perform a variety of duties related to special assignments and projects; lead or participate in committee activity, contributing views and interests of the Department in the execution of responsibilities; represent the City in relations with the community, local, federal, and state agencies, and professional organizations; make presentations relating to areas of assignment and attend/participate in community events.
- Collect, organize, analyze, and interpret data relating to operations, including policies, functions, organizational structure, forms and procedures, work output, space and physical planning, types and effectiveness of equipment; prepare organization and work flow charts; design and control the utilization of forms; prepare procedures manuals.

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- Take a lead role in budget preparation, analysis, and administration; review budget requests in conference with the Department Director; investigate proposals for new programs, services, equipment, and personnel; prepare reports recommending adjustments in budget proposals; prepare and control development of annual budget; conduct financial studies and prepare revenue estimates and forecasts; coordinate and process Department invoices.
- Conduct or complete surveys; as directed, respond to inquiries regarding City operations and programs; provide explanation of City-wide activities, policies, and procedures.
- Coordinate projects, programs and studies with other City departments, public agencies and contractors; provides liaison to the public in the execution of responsibilities.
- Direct the work of others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Personnel

- Provide various city-wide salary analysis and prepare written and/or spreadsheet reports as needed.
- Prepare Staff Reports for City Council and present information contained in Staff Report as needed.
- Research state and federal regulations and analyze the possible impact of said regulations.
- Process a variety of personnel documents; assist with classification and pay studies, handling grievances, and other personnel related matters.
- Assist in preparing reports and materials for the collective bargaining process.
- Assist in the planning, and administration of the City's health and welfare plan, including health, dental, vision, long term disability, life insurance/accidental death and dismemberment, retirement, 457 deferred compensation, 401(a) and Retirement Health Savings plans, and the City's open enrollment program.
- Review, verify, prepare, and process a variety of forms pertaining to enrollment and changes to health and life insurance coverage, performance evaluations and merit increases.
- Supervise the work of other Department staff in the execution of responsibilities.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

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Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, or a related field.
- Master's degree in public administration, business administration, or a related field may be substituted for one year of experience.

Experience:

- Four years of related, responsible governmental administrative experience.

Extensive knowledge of:

- Principles of municipal administration, accounting and auditing, and budget and grants management.
- Data processing systems/applications in administrative functions.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Effective public relations techniques.

Ability to:

- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Interpret and apply related laws, ordinances, and policies.
- Research, prepare, and present complex reports on a variety of subjects, and maintain accurate records.
- Represent the City and/or Department in a variety of meetings.
- Administer contract or grant-funded program activity, directing and monitoring work performed.
- Provide liaison to other City personnel, other agencies, and the public.
- Direct the work of others involved in related activity.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply laws, ordinances, rules and regulations, policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective relationships with the community at-large, City staff, and public officials.
- Assist in developing new policies impacting Department operations/procedures.
- Interpret financial statements and cost accounting reports.

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- Evaluate and recommend improvements in operations, systems, procedures, policies, and methods.
- Monitor budget expenditures.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4, 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 07/01/2016

Replacing Senior Management Analyst classification specification 10/18/06.