



JOB DESCRIPTION

MANAGEMENT ANALYST

DEFINITION

Under administrative direction, analyzes, reviews, makes recommendations and performs a wide variety of highly responsible and complex administrative and analytical work assignments; leads and oversees assigned programs and projects; administers contracts affecting City operations; provides information and assistance to the City Council and the public regarding assigned programs and services.

EXAMPLES OF DUTIES

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

1. Employee benefits management: medical, dental, vision, disability and life insurance – premium payments, annual plan renewals, open enrollment, enrollments and terminations. Administers COBRA & HIPAA rules. Provides technical assistance regarding claims, medical reimbursements, and life insurance claims.
2. City insurance coverage: oversees annual renewals, premium payments for City property, liability, earthquake, employee dishonesty and other City policies. Assists with property damage recovery claims and insurance certificates. Maintains coverage and proof of insurance documents for City fleet.
3. Participates in and completes special projects, including complex research, budget analysis and preparation and feasibility analysis; presents reports in both written and verbal form.
4. Determines eligibility and prepares grant applications, including schedules and budgets; follows through with monitoring and reporting on status of projects and programs; assists in performance and financial audits; closes-out projects and programs and prepares records for archiving.
5. Prepares and administers contracts and agreements as necessary for assigned program areas and projects. Monitors compliance and recommends modifications or actions that need to be pursued.
6. Manages City's Annual Art Affaire held in November as well as with other events or programs as directed. Serves as staff liaison to Parks & Recreation Commission.
7. Tracks legislation and recommends position; monitors regulatory changes for impact on City operations and recommends actions.
8. Prepares and administers budgets as necessary, including monitoring; completes budget projections and prepares various financial reports as necessary; prepares revenue and expenditure estimates.
9. Prepares comprehensive documents and records, as well as technical and analytical reports pertaining to assigned areas of responsibility; independently conducts research and comprehensive data collection to support analysis and to provide written staff reports and presentations to the City Council, staff, various boards and commissions, etc..
10. Anticipates, plans and coordinates changes to policies and practices for assigned areas; coordinates as needed to implement changes.



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11. Under specific circumstances, may supervise or coordinate other staff in the performance of various tasks.
12. Collects, compiles and analyzes complex information from various sources related to assigned programs; prepares reports which present and interpret data and identify alternatives; makes and justifies recommendations.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints; reviews problems and recommends corrective actions; provides information regarding City policies, procedures and other information relating to City operations.
14. Responsible for the City's Art in Public Places program, including development and implementation, preparation and evaluation of responses to Requests for Proposals for works of art, coordination with other City Departments and artist(s) in placement and continued maintenance of works of art, budget preparation and monitoring, and program monitoring. Will also coordinate review process for approval of works of art and assist in preparation of necessary documents to acquire, place and maintain works of art.
15. Without additional compensation employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A bachelor's degree in business administration, public administration or related field is required, along with at least five years' administrative experience preferably in a public agency. Employee benefits experience preferred.

Knowledge, Skills and Abilities

Considerable knowledge of the principles and of administration, budget and grants management; related laws, ordinances, policies and procedures; methods and techniques of research, statistical analysis and report presentation. General knowledge of planning and budgeting, and project planning, implementation and management. Personal computer skills using Outlook, Excel and MSWord are essential. Ability to perform complex professional, administrative, analytical, budgeting and financial work; interpret and apply related laws, ordinances and policies; conduct research; prepare and present complex written reports; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships. Employee benefits knowledge preferred.

SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Mental Requirements

Reading complex, writing complex, memorization, analyzing, perception, comprehension, judgment and decision making. Ability to interpret and explain actions to the public, staff and City officials.



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Work Environment

Considerable work with the public, staff and City Officials; verbal contact, face-to-face and telephone.

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Equipment

Skill in the operation of a variety of office equipment including telephone, calculator, computer, photocopiers, and facsimile machines.

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