



**APPROVED BY: THE CHIEF
OPERATING OFFICER**

EFFECTIVE: May 2019

SENIOR MANAGEMENT ANALYST

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.

DEFINITION

To lead, plan, assign, direct, train, and participate in the more complex and difficult work of staff responsible for providing decision-making support to assigned unit or division; to manage complex, politically-sensitive projects and studies that have division-wide or district-wide impact; to analyze unit/division practices and procedures and develop and implement recommendations for operational, policy, and procedural improvements; to conduct needs analyses, feasibility studies, and evaluations for assigned units; to act as a liaison with various community, public, and regulatory agencies; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and/or lead class in the Management Analyst series and is distinguished by the level of responsibility assumed and the complexity of duties assigned. Employees may have lead responsibilities and perform the most difficult and responsible types of duties assigned to classes within this series, including serving as a subject matter expert using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies and procedures. Positions in this class are typically assigned to manage projects, studies, or initiatives that involve contact outside of the District, require a high level of expertise in support of management and/or Board priorities and directives, and are of high visibility and sensitivity to the District in areas of its core business initiatives. The work involves a high-level of problem-solving requiring analysis of unique and complex issues or problems without precedent and/or structure and formulating and presenting strategies and recommendations to management. Assignments may involve, leadership, control, or coordination of cross-functional teams and/or assigned staff. This class is distinguished from the Program Administrator in that the latter is responsible for management designated programs which encompass multiple concurrent and ongoing projects related to the core business operations of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction. Employees within this class are responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require.

Exercises lead direction over assigned staff.

May provide general supervision to assigned staff.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Lead, plan, oversee, and participate in the more complex and difficult work of staff responsible for providing administrative, human resources, financial, and compliance support to assigned unit or division.
2. Individually or as a team lead, manage complex, politically sensitive studies, projects, and initiatives; develop project plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies; identify strategic, project management, and external issues, recommend solutions, and implement solutions to manage risks and issues; analyze various District-wide policies, including human resource planning, organizational, operational and/or financial analysis, and other District service areas.
3. Provide leadership and guidance as a District-recognized subject matter expert and advisor in assigned area of responsibility using initiative and resourcefulness in deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; research trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to assigned area of responsibility; and oversee quality assurance and quality control activities within area(s) of expertise.
4. Perform complex and difficult analytical work in the assigned subject area(s), such as human resources, training, grant management, legislative analysis, facilities management, technical specifications and contract management, audits and audit planning, financial analysis, budget, risk management, regulatory compliance, policy/procedures development, and emergency planning.
5. Perform a variety of complex professional-level research, administrative, operational, financial, and analytical duties in support of projects, programs, and activities within assigned unit/division; and conduct studies, research projects, and analyses by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.

6. Develop, implement, and manage goals, objectives, policies, and priorities for assigned projects, programs, and activities; research, implement, and administer policies, procedures, and changing business practices and processes.
7. Identify complex operational and administrative problems; conduct cost-benefit, statistical, and trend analyses; develop and implement recommendations.
8. Author administrative, management, operational, staff, legal, regulatory, and financial reports, including the preparation of conclusions, recommendations, and forecasts for management, the Board, and external entities; and develop formats to facilitate clear understanding and interpretation of information and materials to be presented.
9. Develop and monitor assigned budget(s), including developing revenue projections, multi-year cash flow analyses, cost containment strategies, and tracking grant funds disbursement; identify funding opportunities and submit funding request applications; collect and analyze financial data; review and analyze funding requests and allocation changes to assigned budget(s); analyze variances and recommend corrective measures; and create data tracking and reporting systems.
10. Provide professional staff assistance to management staff; participate on and provide staff support to a variety of interdisciplinary committees and boards; and prepare and present staff reports and other correspondence as appropriate and necessary.
11. Develop, organize, and direct the maintenance of assigned records maintenance systems and databases; ensure data integrity; establish and modify procedures related to systems and database maintenance; develop queries and research data within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries; and periodically review and purge files in accordance with the records retention policy.
12. Perform various analytical support duties, such as conducting studies on complex operational, financial, budgetary, legal, legislative, regulatory, political, and/or administrative issues, evaluating existing and proposed policies and procedures, and developing and measuring of industry benchmarks; consult with and advise unit/division staff and management; and make recommendations and review and evaluate implemented changes.
13. Initiate solicitations, including requests for proposal and sole source requests to provide materials and services; facilitate pre-proposal meetings; coordinate and participate in the evaluation of submittals; draft and review terms and conditions of agreements; negotiate and execute contracts; prepare and submit Board Agenda items for contract approval; and administer and manage contracts ensuring compliance with all requirements.
14. Attend and participate in professional group meetings; stay abreast of new trends, technologies, and innovations in the functional area(s) of assignment and issues related to area of assignment; develop and recommend compliance strategies.

15. Serve as a liaison for and coordinate assigned projects and/or area of responsibility to other District units, divisions, and outside agencies; represent the project/program/unit with outside agencies and community groups; participate in negotiation and resolution of significant and controversial issues.
16. Employees have a responsibility for safety; for following safety regulations and safety policies applicable to their work.
17. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Some Knowledge of:

Principles, practices and responsibilities involved in leading the work of assigned staff.
Common desktop applications and software.
Principles of business writing and report preparation.

Working Knowledge of:

Principles and practices of program development and administration.
Principles of budget preparation, analysis, forecasting and control.
Methods and techniques of contract administration.

Thorough Knowledge of:

Theories, principles, and practices of public administration as applied to assigned unit or division.
Government agency programs such as, but not limited to, finance, budgeting, procurement, human resources, government relations, legal, water utility and watershed operations and management, and/or other related programs.
Methods and techniques used to analyze business processes and recommend solutions for existing problems.
Methods and techniques used to collect and analyze data and prepare reports based on findings.

Ability to:

Train, organize, assign, and review the work of assigned staff.
Analyze, identify options, and make recommendations for the solution of budgetary, procedural, and general management problems and program needs.
Prepare a variety of administrative, financial, statistical, and analytical reports.

Recommend, gain stakeholder buy-in, and implement modifications to existing programs, projects, systems, policies, and procedures.
Collect, interpret, and evaluate highly complex and diverse information and data.
Manage ambiguity, quantitative or qualitative, to prepare clarity for decision-making.
Research, analyze, and evaluate new service delivery methods and techniques.
Research, analyze, and review the project plan for assigned projects and determine work flow needs.
Research, analyze, and propose integration of legislative and regulatory matters into current area of responsibility.
Interact with political acumen with elected officials and executive staff.
Administer and monitor assigned contracts.
Use common desktop applications and software.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration or a related field.

Experience

Five (5) years of experience performing administrative, operational, management, or financial analysis of complex issues related to the field of assignment.

Substitution

Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens and copiers; moderate noise levels; and controlled temperature conditions.

Physical Conditions

Essential functions may require maintaining physical condition necessary for reaching, walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard and mouse; light to moderate lifting; reaching above head; visual acuity for reading documents, correspondence and computer screens; operating a variety of manual and automated office equipment.

CLASS LEGEND

Established Date: 5/2018
Employee Groups: EA
Revisions Dates: 5/2019
FLSA Status: Non-exempt

	<u>Current</u>	<u>Previous</u>
Class Code:	XA6	
Series Code:	1XA	
Family Code:		
Previous Titles:		
Analyst:	FD	