

CITY OF BRISBANE MANAGEMENT ANALYST

Definition

Under the general supervision of a designated Department Head, performs a wide variety of routine and complex administrative, technical and professional work in analyzing and administering various special projects and/or programs.

Class Characteristics

This is an entry-level professional position in which incumbents perform routine and complex administrative and technical analytical work under general supervision, where assignments are subject to review while work is in progress and upon completion. This position uses independent judgment and analytical abilities on specific projects, as well as the ability to independently solve problems of varying difficulty. Strong written, verbal, and interpersonal skills are essential for incumbents assigned to this classification. This position regularly performs routine and specialized office support work.

Examples of Duties (Illustrative Only)

- Collects and tabulates a variety of data used in conjunction with a particular program or financial function.
- Serves as a primary resource point for a particular program or financial area, requiring an in-depth knowledge of department programs, functions, organizational structure, and services.
- Researches, compiles and analyzes data and written materials, and prepares technical and administrative reports and materials.
- Prepares contract, requests for proposals, meeting agendas, staff reports and other similar documents.
- Initiates and responds to correspondence.
- Uses independent judgment and discretion in the release of confidential or sensitive information.
- Manages specific program activities and projects on a day to day basis.
- May attend and present at staff, board and commission meetings. Receives and provides information to telephone callers and visitors.

Qualifications

Knowledge of:

- Principles, methods and techniques of public administration. Knowledge of and ability to perform program and quantitative analysis.

Ability to:

- Research, analyze, evaluate and make recommendations for improvements in operations, systems and procedures. Independently performs complex and responsible administrative work; makes decisions in matters with only limited direction received and works cooperatively with the public, other City personnel and other organizations

Education and Experience:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, Environmental Science, Environmental Management, or closely related field.

Experience: Six months to a year of experience involving a combination of any of the following: research, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems, contract and program administration.

Licenses: Possession of a valid California Driver's license.

Working Conditions:

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date:
Resolution: 2006-01

Revised Date:

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Resolution:

Bargaining Unit: N/A (Hourly Pay Scales)

Resolution: 2006-02

Former Titles:

Abolished: