

COUNTY OF SOLANO

MANAGEMENT ANALYST (SENIOR)

DEFINITION

Prepares assigned budgets and conducts analytical studies into administrative and operational issues; leads the work of Administrative Interns or technical staff in support of the budget process; provides staff support to the County's management team.

CLASS CHARACTERISTICS

This is the advanced journey level within the Management Analyst series. Incumbents are assigned a set of departments for which liaison with the County Administrator and Board of Supervisors is provided as well as budget analysis and preparation and administrative and operational consultation responsibilities. Additionally, the incumbents assist the Deputy County Administrator in development and implementation of fiscal plans and policies. This class is distinguished from Deputy County Administrator by the latter's responsibility for financial/fiscal planning and supervision of professional staff activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant County Administrator.

Provides technical and functional support and assistance to County and department management staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Assists in the development and installation of the County's annual budget; receives and analyzes departmental budget requests; reviews expenditure patterns; projects future revenues and expenditures; determines fund balances; calculates, compiles and presents assigned segments of total budget to co-workers, County Administrator and Board of Supervisors; provides liaison with department, Human Resources, Auditor-Controller and other representatives on matters related to the budget adoption process.

Consults with department managers and staff on operational, organizational and administrative issues; participates in the development of annual work plans, long-range planning objectives, agenda materials/strategies, operational policy and procedure.

Coordinates interdepartmental projects, implementation of policy and changes in service levels and delivery systems; provides consultative direction to managers on matters related to organizational and/or operational effectiveness.

Provides staff support to the County Administrator, Board of Supervisors and advisory groups;

conducts studies of complex organizational and operational concerns; analyzes legislation, develop funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations on such studies and administrative issues.

Represents the County Administrator and/or Board of Supervisors in dealing with representatives of other governmental agencies, civic groups, legislators, contractors and the public; responds to inquires and service delivery complaints; negotiates and monitors contracts; prepares public notices and news releases.

Assists in the development and implementation of fiscal plans and policies; prepares comprehensive budget documents; reviews and monitors overall expenditures and revenues.

Leads the work of Administrative Interns and technical staff engaged in budget development, fiscal review, management consultation; provides guidance to staff in operational/fiscal analysis, effective consultation/presentation style and other such matters.

May act on behalf of superiors as assigned; may be assigned specific operational authority over projects, services and/or operations; may assist in training of interns and/or entry level analysts.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Public sector budget in principles, practices and techniques; fiscal analysis and budget projection methods; principles of budgeting, accounting, organization and industrial engineering; financing alternatives; sources of revenue and expenditures typical of local government; long-range planning strategies.

Services provided by an organizational structure of California County government; standard operational policies and practices of County governments.

Public service delivery methods and systems; goals and objectives of County government and major functional departments; interrelationships of County programs and state/federal service delivery systems.

Legal and political environment affecting local government.

Regulations affecting fiscal policies and practices; legislative process at the local, state and federal level of government.

Principles and practices of training, management consultation and industrial engineering as applicable to local government.

Accounting practices; automated accounting and fiscal forecasting systems.

Risk management, human resources, staffing, organizational communication and automation principles and practices.

Skills to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Conduct and report on fiscal analysis; project revenues; compile complex and detailed budgets; prepare budgets, funding proposals and narrative and statistical reports.

Conduct and report on operational analyses; interpret political and administrative direction and incorporate into operational policy and procedure.

Develop policy statements and monitor implementation; develop goals and objectives; understand program objectives in relation to departmental goals and procedures; analyze and prepare reports on complex administrative issues; make sound policy and procedural recommendations; initiate study of administrative issues; provide consultation to agency managers on complex operational issues; collect and analyze data to establish/identify needs and evaluate program effectiveness.

Read and interpret complex rules, regulations and legislation/laws.

Communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Comply with laws, regulations and professional practices governing fiscal affairs program services and operations.

Secure cooperation and teamwork among professional and support staff.

Maintain accurate records and document actions taken; organize and prioritize work assignments.

Research regulations, procedures and/or technical reference materials.

Maintain confidentiality of information.

Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five (5) years of work experience in the public sector involving fiscal operations and analysis, budget development, financial/budget analysis, legislative analysis, operational management, and general management of various County functions.

Education:

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, or closely related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

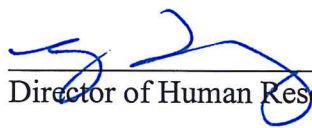
Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: December 1998
Revised Date: February 2003
BOS Date: June 30, 2003