

COUNTY OF SOLANO
MANAGEMENT ANALYST

DEFINITION

Provides management support and serves as a liaison between assigned County departments, County Administrator, and the Solano County Board of Supervisors by reviewing and analyzing budget requests, expenditures, agenda items, contracts, and other items requiring approval or concurrence by County Administrative Office or Board of Supervisors. Position is also responsible for monitoring programmatic, personnel, and fiscal activities of assigned County departments.

CLASS CHARACTERISTICS

This is the fully qualified professional level within the Management Analyst series. Incumbents are assigned a set of departments for which they are responsible for providing liaison with the County Administrator and Board of Supervisors as well as performing budget analysis/preparation and administrative/operational consultation. Although much of the time is spent in budget preparation and expenditure review, incumbents provide consultation to departments and information to the Board and County management team on a broad range of issues. This class is distinguished from the Senior Management Analyst in that the latter is the lead supervisory level and provides technical expertise in one or more areas of specialization.

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:*

Reviews budget submissions of assigned departments; after thorough analysis and development of supporting data, prepares budget and staffing recommendations for County Administrative Office (CAO) for inclusion in the County's annual proposed budget (February-June); coordinates updates for final budget with CAO and County Auditor (June-August).

Assists assigned departments with budget development, fiscal management, agenda submittals, work plans, special projects, rate recovery schedules, fee updates, program development and evaluation, and any other situation requiring County Administrative Office input; works with departments to resolve problems involving policies, agenda submittals, and other issues.

Evaluates program area requirements and operations (including staffing, equipment, facilities, appropriation changes, and travel requests) as needed throughout the fiscal year.

Reviews actual expenditures, expenditure patterns, and projections (mid-year and third quarter) of assigned departments and additional departments as requested for conformance with respective budgets.

Facilitates and conducts analytical studies and surveys regarding administrative and operational issues to address management concerns and promote efficiencies.

Meets with departments, public agencies, private businesses, and/or the general public as a representative of the County Administrative Office to respond to inquiries and complaints, provide input/assistance, and resolve problems.

Serves as a member of the County's management team and provides staff support to County Administrative Office, Board of Supervisors, other members of the management team, and advisory groups.

Consults with Assistant County Administrators relative to planning, policy, and program direction.

Works with County Administrative Office and departments to develop and implement policies; assists with development and implementation of improved policies and financial procedures; coordinates CAO directives to affected departments and agencies.

Prepares budgets and projections for departments that fall under the County Administrator's jurisdiction; negotiates preparation of budgets with department heads; prepares accurate proposed budgets with clear narratives to substantiate departmental requests, CAO changes and recommendations, approved positions, and fixed assets; coordinates with County Administrative Office to balance the County budget.

Prepares agenda items for assigned projects (i.e., fees, policies, etc.); prepares thorough, accurate Board agenda items and reviews departmental agenda items for clarity and completeness to assist Board in making informed decisions.

Coordinates annual updating of County fees; instructs departments to begin reviewing their current fees and provides a timeline for submitting updated fees to County Administrative Office; works with departments to review/update fees; reviews departmental information for accuracy and reasonableness; places information on appropriate fee schedules and returns to departments for review; schedules public hearings to present new/updated fees to Board; submits agenda items highlighting anticipated new revenue and justifications for new/increased fees; prepares resolutions for Board approval at conclusion of public hearings; informs departments to begin collecting new fees according to approved resolutions.

Works with other County Administrative Office analysts and human resources staff to update the County's official personnel allocation list of employees; collects and validates documentation for recommended new positions; confirms positions which are not being funded and should be deleted; reviews limited term positions for possible extension or removal from allocation lists; reconciles data with human resources system; creates comprehensive resolution for Board approval during annual budget process.

Attends meetings and makes presentations as needed; attends meetings of Board of Supervisors to provide support/information regarding agenda items, budget requests, or other issues; attends weekly staff meetings, department head meetings, and agenda review meetings.

Prepares, composes, or completes various forms, reports, correspondence, agenda items, agendas, studies, appropriation transfer requests, resolutions, requests for proposals, professional services agreements, public notices/announcements, statistical data, spreadsheets, brochures, or other documents; maintains files and records.

Receives various forms, reports, correspondence, agendas, agenda submittals, studies, proposals, personnel allocation lists, budget documents, fiscal reports, invoices, appropriation transfer requests, fiscal/management audits, agreements, contracts, spreadsheets, ordinances, codes, policies, procedures, periodicals, professional literature, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, accounting, calendar, e-mail, Internet, or other computer programs.

Communicates with County management staff, Board of Supervisors, employees, other departments, other counties/jurisdictions, local businesses, developers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; monitors status of legislation impacting assigned departments; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, typing documents, filing documentation, processing incoming/outgoing mail, or cleaning desk/work area.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws, ordinances, standards, and regulations pertaining to specific duties and responsibilities of the position.

Services provided by and organizational structure of California County government; inter-relationships of County programs and state/federal service delivery systems.

Standard operational policies, procedures, and practices of County governments; goals and objectives of County government and major functional departments; terminology, principles, and methods utilized within the department.

Legal and political environment affecting local government; regulations affecting fiscal policies and practices; legislative process at the local, state, and federal levels of government.

Considerable knowledge of accounting practices, automated accounting systems, and fiscal forecasting systems.

Extensive knowledge of budget preparation principles, practices, and techniques; principles of budgeting, accounting, organization, and industrial engineering.

Fiscal analysis and budget projection methods.

Sources of revenue and expenditures typical of local government.

Financing alternatives.

Considerable knowledge of risk management, human resources, staffing, organizational communication, and automation principles and practices.

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

Skills to:

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

Ability to:

Read and comprehend, interpret, and apply complex laws/legislation, rules, regulations, procedures, and related information; interpret political and administrative direction and incorporate into operational policy and procedure; comply with laws, regulations, and professional practices governing fiscal affairs program services and operations.

Develop policy statements and monitor implementation; develop goals and objectives; make sound policy and procedural recommendations; understand program objectives in relation to departmental goals and procedures.

Conduct and report on fiscal analyses and operational analyses.

Analyze financial and management data.

Develop and analyze organizational budgets.

Project revenues.

Compile complex and detailed budgets; prepare funding proposals and narrative/statistical reports.

Lead the work of others engaged in fiscal analysis, budget preparation, and internal consultation.

Analyze and prepare reports on complex administrative issues.

Initiate studies of administrative issues.

Provide consultation to agency managers on complex operational issues; anticipate and be ready to address concerns of superiors.

Communicate effectively both verbally and in writing.

Demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

Effectively communicate and interact with County management staff, department managers, the general public, and all other groups involved in the activities of the department; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; secure cooperation and teamwork among professional and support staff; work effectively with others who have objectives counter to assigned role.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Plan, organize, and prioritize daily assignments and work activities.

Use computer assistance to gather and analyze data.

Maintain accurate records and document actions taken; use proper grammar, spelling, and punctuation.

Research laws, regulations, procedures, and/or technical reference materials.

Experience and Education/Training

Experience:5

Four (4) years of work experience in the public sector involving fiscal operations, budget development, financial/budget analysis, legislative analysis, operational management, and general management of various County functions.

Education/Training:

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 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

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