

COUNTY OF SOLANO

MANAGEMENT ANALYST (ENTRY)

Rev. 12/98

DEFINITION

Under general direction, prepares assigned budgets and conducts analytical studies into administrative and operational issues; provides staff support to the County's management team.

DISTINGUISHING CHARACTERISTICS

This class provides entry to the fully qualified professional level of Management Analyst. Incumbents apply knowledge of management principles and practices to assignments and learn operational procedures, local government systems and practical techniques on the job in order to demonstrate competency for advancement. Incumbents are assigned a set of departments for which they provide liaison with the County Administrator and Board of Supervisors; budget analysis and preparation; and provide consultation on administrative and operational issues. Although much of the time is spent in budget preparation and expenditure review, incumbents provide consultation to departments and information to the Board of Supervisors and County management team on a broad range of issues. This class is distinguished from Management Analyst in that the latter is the fully qualified professional level in the series.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Assists in the development and implementation of the County's annual budget; receives and analyzes and makes recommendations on 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.
2. Consults with department managers and staff on operational, organizational and administrative issues; assists in the development of annual work plans, long-range planning objectives, agenda materials/strategies, operational policy and procedure.
3. Directs and 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.

EXAMPLES OF DUTIES (Continued)

4. Provides staff support to the County Administrator, Board of Supervisors and advisory groups; conducts studies of complex organizational and operational concerns; analyzes legislation, develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations on such studies and administrative issues.
5. Represents the County Administrator and/or Board of Supervisors in dealings with representatives of other governmental agencies, civic groups, legislators, contractors and the public; responds to inquiries and service delivery complaints; negotiates and monitors contracts; prepares public notices and news releases.

QUALIFICATION GUIDELINES

Education and/or Experience

Some technical level public sector administrative staff experience which included fiscal, operational and legislative analysis coupled with education and/or training which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

A Bachelors Degree in Business Administration, Public Administration, Political Science, Economics or a related field from a recognized college or university;

and

Six months of professional level public or private sector administrative experience involving fiscal, operational and/or legislative analysis which demonstrates possession of and competency in requisite knowledge and abilities.

Knowledge/Skills/Abilities

Extensive knowledge of budget preparation principles, practices and techniques; fiscal analysis and budget projection methods; principles of budgeting, accounting, organization and industrial engineering; financing alternatives.

Thorough knowledge of standard operational policies and practices of County governments; sources of revenue and expenditures typical of local government; long-range planning strategies; public service delivery methods and systems; goals and objectives of County government and major functional departments; 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 supervision, training, management consultation and industrial (value) engineering as applicable to local government.

Knowledge/Skills/Abilities (Continued)

Considerable knowledge of accounting practices; automated accounting and fiscal forecasting systems; risk management, human resources, staffing, organizational communication and automation principles and practices; interrelationships of County programs and state/federal service delivery systems.

Ability to conduct and report on fiscal analysis; project revenues; compile complex and detailed budgets; conduct and report on operational analyses; interpret political and administrative direction and incorporate into operational policy and procedure; develop policy statements and monitor implementation; analyze and prepare reports on complex administrative issues; make sound policy and procedural recommendations; read and interpret complex rules, regulations and legislation/laws; initiate study of administrative issues; anticipate and be ready to address concerns of superiors; provide consultation to agency managers on complex operational issues; understand program objectives in relation to departmental goals and procedures; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; determine the appropriate course of action in stressful situations; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals and narrative and statistical reports; 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; use proper grammar, spelling and punctuation; research regulations, procedures and/or technical reference materials; determine and evaluate levels of achievement and performance; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; recognize and respect limit of authority and responsibility; lead the work of others engaged in fiscal analysis, budget preparation and internal consultation; demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

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.

Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Management Analyst within 36 months of appointment.