

**CITY OF SOLANA BEACH**  
**MANAGEMENT ANALYST**

**DEFINITION**

Under administrative direction, performs professional, technical, analytical, and administrative work; performs other related duties as assigned.

**CLASS CHARACTERISTICS**

Incumbents in this class perform a wide variety of difficult and complex tasks and responsibilities, which vary depending on their job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving the problems, and make recommendations. Direction received consists of the assignment of specific projects undertaken within prescribed methods. Management Analysts are distinguished from the next higher level in the Analyst series by the complexity of analytical responsibilities, scope, discretion, and independent judgment exercised in performing the assigned work.

**ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

- ◆ Assists in the development of goals, objectives, policies, programs, and priorities for the organizational function to which assigned.
- ◆ Conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, and operational problems and/or issues.
- ◆ Collects and compiles data in office and field; analyzes data and makes recommendations on the formulation of policies and procedures.
- ◆ Assists in preparing, analyzing, and administering operating and capital improvement program budgets by collecting data necessary to prepare departmental budgets.
- ◆ Compiles information and prepares manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.

- ◆ Formulates departmental and/or City policies and procedures; prepares ordinances and resolutions for City Council consideration and adoption.
- ◆ Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate action.
- ◆ Administers projects, contracts, and monitors work performed by consultants; prepares related reports, and monitors budget expenditures.
- ◆ Leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies, organizations, and the community, contributing views and interests of the City and/or department in the execution of assigned duties.
- ◆ Formulates recommendations and writes grant applications; prepares and monitors program grants and related proposals; writes and edits articles for City publications, City website, correspondence, and press releases.
- ◆ Assists in coordinating personnel programs such as recruitment and selection, classification and compensation, employee benefits, and Worker's Compensation.
- ◆ Prepares and presents reports to City Council, commissions and/or committees.
- ◆ Participates in special projects including research of new programs and services
- ◆ Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
- ◆ May provide technical guidance and functional supervision to staff in the course of performing responsibilities.
- ◆ Provides vacation and temporary relief as required.

### QUALIFICATIONS GUIDELINES

#### Education, Experience and Training

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

Experience:

- ◆ Two years of responsible administrative and analytical experiences, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues.

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance administration, personnel management, economics, or a related field. A Master's degree is desirable.

Knowledge and Abilities

Knowledge of:

- ◆ Principles and practices of public administration and municipal government management.
- ◆ Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.
- ◆ Principles and practices of municipal government budget preparation and administration.
- ◆ Research and reporting methods, techniques and procedures.
- ◆ Municipal programs including purchasing, personnel, risk management, finance budgeting and other related governmental program.
- ◆ Pertinent Federal, State and local laws, codes and regulations.
- ◆ Modern office procedures, methods and computer hardware and software.
- ◆ Safe driving principles and practices.

Ability to:

- ◆ Perform responsible and difficult administrative work involving the use of sound judgment and personal initiative.
- ◆ Perform organizational and budget analysis and present recommendations in a meaningful way.
- ◆ Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- ◆ Effectively administer a variety of departmental programs and administrative duties.
- ◆ Evaluate and recommend improvements in operations, procedures, policies, or methods.
- ◆ Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- ◆ Plan, organize and execute assignments with minimal supervision and direction.
- ◆ Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and apply complex materials.
- ◆ Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- ◆ Use a computer and utilize software applications such as, word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.
- ◆ Remain seated and work at a video display terminal for prolonged periods; sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; ability to be exposed to inclement weather and conditions; travel to different sites and locations.

Special Requirements

- ◆ Possession of a valid Class "C" California driver's license with a satisfactory driving record.

Date Adopted: 07/01/95

Revised: 05/01/01

[City of Solana Beach](#)

[Associated Benefits](#)