

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Management Analyst I/II
------------------	-------------------------

### GENERAL PURPOSE

Under general supervision (Management Analyst I) or direction (Management Analyst II), performs responsible, professional administrative, financial, budgetary, statistical, and other management and legislative analyses in support of departmental or District-wide activities, functions, and programs; recommends action and assists in formulating policy, procedure, work flow designs, and legislative positions and in budget development and implementation; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under general supervision, incumbents learn and perform routine analytical work in support of a department or District-wide program. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Management Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Management Analyst II: This is the fully qualified journey-level classification in the Management Analyst series. Positions at this level are distinguished from the Management Analyst I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Management Analyst in that the latter performs the more complex work assigned to the series, such as providing staff support at an advanced level on District-wide, departmental, and inter-governmental issues and/or providing technical and functional direction over lower-level staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Management Analyst I) or direction (Management Analyst II) from assigned supervisory or management personnel.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, coordinates, directs, or conducts administrative or management studies relating to the activities or operation of the District or an assigned department or function; determines analytical techniques and statistical and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as staffing, cost analysis, productivity, work flow and design, and policy or procedure development or modification; discusses findings with management and prepares reports of study conclusions; presents to the Board of Directors on study results and recommendations.
- Assists in developing and implementing program or functional goals and objectives; conducts a variety of special projects and programs related to the functions of assigned projects.
- Assists in monitoring performance and progress in executing departmental goals and objectives; performs analytical assignments in conjunction with detailed tactical or project planning and plan implementation; prepares periodic reports and presentations on progress.
- Designs and develops report formats to meet management information needs; works with information technology staff to develop or modify systems to provide required data.
- Attends meetings with officials of other governmental agencies, businesses, and community groups, and the public regarding assigned projects; responds to requests for information from the public on District programs or projects.
- Assists in developing and administering the District or a major departmental budget, including gathering and analyzing data and information, formulating recommendations and supporting documentation, and monitoring expenditures; investigates and evaluates the need for changes in budgetary allocations during the fiscal year; reviews and evaluates purchase requests and justifications.
- Acts as project manager and coordinates planning, analysis, and development for special projects and studies.

- Coordinates programs and activities with other departments; confers with representatives of other agencies, groups, vendors, or the public.
- Performs program administrative functions in a specified area; prepares technical reports, correspondence, and other written materials; provides technical assistance to others on administrative and analytical matters.
- Plans and conducts assigned research projects.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Public administration policies and procedures.
- Financial/statistical/comparative analysis techniques and formulae.
- District organization, functions, programs, policies, procedures, and initiatives.
- Budget development and administration methodologies including public finance and purchasing requirements.
- Functions and authorities of public agencies and special districts, including the role and responsibilities of a public governing board and conduct of public meetings.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze administrative, operational and organizational problems, evaluate alternatives, and reach sound conclusions.
- Collect, evaluate, and interpret varied data, either in statistical or narrative form.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Management Analyst I: One (1) year of professional experience in administrative and management analysis.
- Management Analyst II: Three (3) years of progressively responsible professional experience in administrative and management analysis, or two (2) years of experience as a Management Analyst I with the District.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration or a related field.

Licenses/Certifications:

- None.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Management Analyst I/II class series are flexibly staffed; positions at the Management Analyst II level are normally filled by advancement from the Management Analyst I level; progression to the Management Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Management Analyst II level.

Eastern Municipal Water District  
Job Title: Management Analyst I/II  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Management Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_