



Senior Management Analyst

Class Specification

Revised 9/23

Class ID: 111

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, performs advanced and complex professional, technical and administrative work by conducting complex and comprehensive analyses of a wide range of programs and services for assigned department(s); works on special projects; recommends and updates policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Department Director or Division Manager. Exercises direct supervision over assigned lower-level professional, technical, or administrative staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Management Analyst series. Performance is reviewed on the basis of general results obtained. Positions at this level are distinguished from other classes within this series by the level of responsibility assumed, independence expected, and the complexity and sensitivity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including lead supervision to lower-level professional, technical, or administrative staff. Positions allocated to this class exercise a high degree of responsibility for coordinating and administering departmental budget, as well as providing administrative support citywide in the areas of developing policies, processes, and procedures. Incumbents are expected to perform with a high degree of independence, judgment and function with little oversight and direction.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, prioritize, assign, supervise, and review the work of assigned staff; exercise direct supervision over assigned administrative personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Receive, investigate, and respond to difficult and sensitive problems and inquiries in a professional manner; identify and report findings and take necessary corrective action receive and respond to complaints and questions relating to assigned area of responsibility; recommend corrective actions to issues and concerns.

Develop and administer department budgets; participate in the budget review process.

Assist in developing and implementing goals, objectives, policies, procedures, training, programs, work standards, and administrative control for the assigned department, City and other governmental programs and projects.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational problems or issues; evaluate alternatives, make preliminary recommendations; prepare comprehensive technical records and reports; research emerging products and enhancements and their applicability to City needs.

Assist in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports, and recommendations; prepare a variety of studies, reports, budgets, and related information for decision-making purposes such as organizational change.

Perform a variety of professional-level research, administrative, operational, financial, and analytical duties in support of projects, programs, and activities in support of assigned department.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Assist in the coordination of intra-departmental and departmental activities with other City departments and outside agencies; confer with other departments on a variety of administrative matters; may provide staff support to City Council, commissions, and committees.

Make presentations to supervisors, managers, City Council, civic groups, and the general public, conduct training programs.

Prepare and process grant proposals and applications; monitor program performance; recommend and, after approval, implement modifications to systems and procedures.

Serve as a liaison with employees, the public, private organizations, community groups, commissions and committees, and other organizations; provide information and assistance, and develop and prepare information to the public regarding the assigned programs and services; analyze, interpret, and explain departmental and programmatic policies and procedures to various stakeholders.

Attend and participate in professional group meetings; stay current on trends, technologies, and innovations in area(s) of assignment.

Monitor changes in federal, state, and local regulations, analyze impact, and develop preliminary recommendations for policy and procedural changes.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current principles and practices of operational and organizational analysis.
- Policies and administrative procedures of local government.
- Principles of supervision, training, and performance evaluations.
- Research, statistical methods, technical and analytical report writing.
- Budgeting procedures and techniques.
- Current office procedures, computer equipment, software applications for the assigned work.
- Applicable local, State and Federal rules, regulations, and laws.

Skill or Ability to:

- Plan, organize and administer programs and projects; conduct organizational, operational, and statistical analyses.
- Prepare and analyze a variety of complex reports, studies, and related information for decision making purposes.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned personnel.
- Use initiative and sound independent judgment within established guidelines.
- Operate personal computer applications and equipment relevant to assigned work.
- Develop goals and objectives for a program area.
- Communicate clearly and concisely, both orally and in writing.
- Make accurate arithmetic calculations and perform complex computations.
- Develop and conduct training programs.
- Represent the City effectively in meetings including attending evening meetings.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, finance, economics or a related field, and four (4) years of increasingly responsible administrative and/or analytical experience, with at least two (2) years of experience performing work similar to that of an Administrative Analyst II in the City of Newark.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees must be available to attend day and evening meetings, at various sites within and outside the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.