

**City of San Rafael
Job Class Specification**

Job Title: Associate Management Analyst

SUMMARY

Under the direction of the assigned department head or management position is responsible for performing a variety of responsible, complex, professional analytical duties involving research and analysis relating to operating procedures and practices, organization, program data, budgetary requests or a variety of operational issues to recommend an appropriate course of action. Related work is assigned.

CLASS CHARACTERISTICS:

This class is designed for professional level, administrative positions performing complex, analytical work. This is the entry level classification in the Management Analyst series. The Series includes Associate Management Analyst, Management Analyst, and Senior Management Analyst. Depending upon assignments, some positions may be permanently allocated to this level and some positions may be designated as flexibly staffed at various levels in the series.

Incumbents receive general supervision while performing tasks of moderate difficulty. All findings and recommendations are subject to final review and approval. This classification is designated as confidential and incumbents may become involved in activities associated with, or perform duties relating to, the collective bargaining process. This class is distinguished from the Administrative Assistant job family, which is designed for administrative generalist positions assignments under general supervision. Administrative Assistants act as the day to day clerical/administrative support person for a department or unit. Their focus is to attend to the daily activities required to run an office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, organizes, coordinates and implements day to day program assignments independently.
- Conducts research, collects data, and analyzes work procedures and policies; interprets data from various internal and external data sources to evaluate and make recommendations for improving the effectiveness of assigned programs.
- Analyzes federal and state laws and regulations as they relate to assigned programs and develops and implements changes as necessary based on this analysis.
- Develops program manuals, comprehensive reports, handouts, flyers, newsletters, and other documents for communicating program information.
- Serves as a department website content developer and reviewer and participates on the City's technology team.
- Drafts and publishes authorized social media posts consistent with City messaging, and responds to citizen inquiries on behalf of the Department.
- Plans and coordinates civic engagement events.
- Coordinates and participates in training of other personnel.
- Interacts with other city staff, city council, community representatives, and citizens regarding programs.
- Uses personal computer to type reports, memos, emails, etc., and to maintain statistical data.
- Performs related duties as required.

KNOWLEDGE OF:

Principles and practices associated with administration, organization, and management; research methods, techniques, statistical and other work measures; modern office software programs including but not limited to Microsoft Word, Outlook, and Excel; and quality improvement processes, performance measurement techniques for public sector services and programs.

ABILITY TO:

Work independently in the completion of assignments. Analyze and evaluate data. Prepare and present clear and concise reports, both orally and in writing. Establish and maintain effective working relationships with others. Provide effective functional or project leadership. Effectively plan, organize and prioritize work.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in public/business administration, finance, accounting, planning, public policy or related field

Note: Responsible analytical experience may be substituted for the required education on a year-for-year basis.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA drivers license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Vision abilities required include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status: Non-Exempt
Prepared By: Stacey Peterson
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