

MANAGEMENT ANALYST II

DEFINITION

Under direction, performs a wide variety of administrative analytical duties of moderate to high scope and complexity; may supervise support and technical staff and serve as lead to Management Analysts.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Management Analyst I/II/III series. The Management Analyst level is dependent on the scope and complexity of the assignment. Positions are assigned to Management Analyst II if they are performing duties of moderate to high scope and complexity. This class is distinguished from the Management Analyst I in that the latter performs duties of moderate complexity with narrower scope of responsibility, may serve as an entry/trainee class to promote to a designated Management Analyst II, and may not fully supervise staff. Management Analyst II is distinguished from Management Analyst III in that the latter manages and may fully supervise Management Analysts and professional staff in addition to support and technical staff.

EXAMPLES OF DUTIES

1. Analyzes, researches, gathers and interprets information on a wide variety of management matters such as budgets, legislation, programs, contracts and staffing.
2. Makes recommendations regarding policies, procedures, organization, operations, programs and other management-related areas.
3. Prepares and presents written and oral reports on recommendations, data, impacts, options, strategies and conclusions that are based on analyses.
4. Develops, prepares, modifies and monitors items/areas such as budgets, grants, research projects, and contracts.
5. Implements and evaluates policies, procedures and programs related to the assignment.
6. Works closely with managers and other staff within the department and the County to anticipate, obtain and provide ongoing and accurate information.
7. Coordinates activities related to projects, programs and/or other areas being analyzed.
8. Interprets policies and procedures to department staff, County employees and external agencies and individuals.
9. Researches, interprets and complies with local, state and federal codes, regulations, laws, policies, procedures and guidelines.

10. Attends or serves as management liaison at meetings/functions such as committees, task forces, community forums, commissions, and conferences.
11. Obtains data/information from internal and external departments and agencies in regard to areas being analyzed such as funding sources, interdepartmental activities, and programs.
12. Plans, develops, conducts and evaluates training/informational programs for staff and/or the public on administrative or management issues.
13. Provides direction to internal and external parties on assigned projects and activities.
14. May supervise support and technical staff and serve as lead to Management Analysts.
15. Performs other related duties.

QUALIFICATIONS

Knowledge of:

1. Principles of mathematical and statistical analysis, preparation and presentation.
2. Research techniques.
3. Principles and practices of public and/or business administration.
4. Report writing.
5. Internal and external operations, functions and resources related to the assignment.
6. Principles and practices of management and supervision.

Ability to:

1. Analyze and interpret a wide variety of complex data and information.
2. Conduct comprehensive and in-depth research.
3. Identify issues, options and projected outcomes and make recommendations.
4. Prepare and present written and oral reports.
5. Interpret and apply codes, regulations, laws, policies, procedures and guidelines.
6. Coordinate a wide variety of activities.
7. Work independently and in a timely fashion.
8. Communicate effectively orally and in writing.
9. Provide direction to others on projects and activities.
10. Supervise support and technical staff.
11. Work cooperatively and tactfully with others.

EXAMPLES OF EXPERIENCE & TRAINING

The knowledge and abilities listed above may be acquired through various types of education, training or experience. Typical ways to acquire the required knowledge, skills and abilities may include:

Education: Bachelor's degree in business administration, public administration, social services, political science, education, or a related field.

Experience: One year of experience performing administrative analytical duties in a position equivalent to the Monterey County classification of Management Analyst I

OR

Four years progressively responsible experience in positions requiring administrative analysis, training, report writing and/or interpreting complex governmental regulations are examples of typical alternatives to education.

Additionally, two years of successful post-graduate experience is an example of a typical alternative to the experience requirement.

REQUIRED CONDITIONS OF EMPLOYMENT

1. Possession of a valid California driver's license or the ability to provide suitable transportation that is approved by the appointing authority.

CLASS HISTORY

Class Code:	14C30	Bargaining Unit:	X
Established:	January 2000	EEO Category:	P
Revised:	July 13, 2012	Work Group:	03
Former Title:	Staff Services Analyst PIC Staff Analyst	Worker's Comp. Code:	8810

Approved by

/s/ Kim Moore_____

7/17/2012_____
Date