



# SAN RAFAEL

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## THE CITY WITH A MISSION

## Associate Management Analyst/ Management Analyst

*(Flexibly Staffed Position – Can be filled at appropriate level DOE/Qualifications)*

**\$5,491 - \$6,674 (Associate Management Analyst)**

**\$6,040 - \$7,342 (Management Analyst)**

**Plus excellent benefits**

**DEADLINE:** *Open Until Filled*

The City of San Rafael is seeking a full-time Associate Management Analyst/Management Analyst to work within the City Manager's Office.

**This position is a single, flexibly staffed position and may be filled at any level in the management analyst series. Depending upon the candidates experience and qualifications, the position may be filled at the Associate Management Analyst or Management Analyst level.**

**Associate Management Analyst** is the entry level classification in the Management Analyst series. This class is designed for professional level, administrative positions performing complex, analytical work. Incumbents receive general supervision while performing tasks of moderate difficulty. This classification is designated as confidential and incumbents may become involved in activities associated with, or perform duties relating to, the collective bargaining process.

**Management Analyst** is the journey level classification in the Management Analyst series. This classification is designated confidential and is designed for professional level, administrative positions performing complex, analytical work and is expected to function independent of ongoing supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following):

**Associate Management Analyst:**

- 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.

### **Management Analyst:**

- Plans, organizes, coordinates and implements day to day program assignments independently.
- Conducts research, and analyzes work procedures, policies, etc. to evaluate and improve 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, handouts, flyers, etc.
- Coordinates and participates in training of other personnel.
- Prepares comprehensive written reports regarding program activities.
- Interacts with other city staff, city council, community representatives, and citizens regarding programs.
- Uses personal computer to type reports, memos, etc., and to maintain statistical data.
- Performs related duties as required.

### **KNOWLEDGE/ABILITY/SKILLS TO:**

#### **Associate Management Analyst:**

- Knowledge of principles and practices associated with administration, organization, and management.
- Knowledge of research methods, techniques, statistical and other work measures.
- Knowledge of modern office software programs including but not limited to Microsoft word, Outlook and Excel.
- Knowledge of quality improvement processes and performance measurement techniques for public sector services and programs.
- Ability to work independently in the completion of assignments.
- Ability to analyze and evaluate data.
- Ability to prepare and present clear and concise reports, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide effective functional or project leadership.
- Ability to effectively plan, organize and prioritize work.
- 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.
- 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.
- 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.

### **Management Analyst:**

- Knowledge of principles and practices associated with administration, organization, and management.
- Knowledge of research methods, techniques, statistical and other work measures.
- Ability to work independently in the completion of assignments.
- Ability to analyze and evaluate data.
- Ability to prepare and present clear and concise reports, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
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- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 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.

### **EDUCATION AND/OR EXPERIENCE:**

#### **Associate Management Analyst:**

- Bachelor's degree in public/business administration, finance, accounting, public policy or related field.
- Responsible analytical experience may be substituted for the required education on a year-for-year basis.

#### **Management Analyst:**

- Bachelor's degree in public/business administration or related field, **AND**
- Four years of experience in program administration.

### **OTHER REQUIREMENTS:**

- Valid California driver's license.

### **PHYSICAL DEMANDS:**

The physical demands described here are the 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.

### **APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written

examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to [www.cityofsanrafael.org](http://www.cityofsanrafael.org). Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-19981945>

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.