



City of San Rafael - Job Class Specification

Senior Management Analyst I & II

SUMMARY

Provides advanced staff level assistance to executive or other management level staff, performing a wide variety of responsible and complex administrative and analytic duties, including providing information to the public and communicating Department and City activities and programs. Conducts, operational and fiscal analysis, budget review and analysis, and other complex analyses and reports. Receives supervision from the Department Director or other upper level staff, with on-going and regular interaction with executive level and mid-management level staff. Supervises, plans, organizes, and reviews the work of assigned staff.

Incumbents may be assigned to any department with responsibility for dealing with a wide array of assignments and special projects and other related work as required.

DISTINGUISHING CHARACTERISTICS

Senior Management Analyst I – This is the entry-level classification in the Senior Management Analyst Series. Initially, incumbents in this class perform the more routine administrative analysis and research on new and current projects while learning City policies and procedures and gaining specialized knowledge related to the area of assignment. As experience is gained, there is a greater independence of action within established guidelines. Incumbents may provide supervision to clerical or technical personnel. The Senior Management Analyst I is distinguished from the Senior Management Analyst II in that the latter is the lead professional level within the series carrying full responsibility for developing and interpreting city-wide policies and initiatives and independently performing the higher level administrative management support work requiring extensive specialized knowledge in the area of assignment.

Senior Management Analyst II – This class is a full journey level class in the Senior Management Analyst Series, and as such, is experienced to work independently in identifying the need for and developing changes to operating practices, systems, programs and policies. The incumbent performs the full array of duties within the area of assignment, including complex analytical projects and providing staff support to department administration and city officials as well as working with high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, and other governmental agencies and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the assigned department. Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects as assigned. The Senior Management Analyst II is distinguished from Management I in the latter is the entry level classification in the series in which incumbents perform more routine analysis and research activities while learning City policies, procedures and gaining specialized knowledge related to area of assignment.

These positions are not flexibly staffed, and advancement is not automatic from one level to the next. Incumbents will be required to apply for advancement as vacancies exist or may be promoted per Department Director recommendation and Administrative Services Director and City Manager approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Assists or leads projects, tasks, and assignments that are priorities for the Mayor and City Council and/or the senior management staff.
- Assumes direct responsibility for managing a variety of projects and programs; oversee assigned administrative support functions including budget.
- Supervises, plans, organizes, and reviews the work of lower level technical and clerical staff.
- Develops and implements operational, administrative, program, and other policies and procedures; assists in contract negotiations and administration.
- Leads departmental communication efforts, providing information to the public and interacting with media on issues pertaining to the functions and issues of the Department and City.
- Participates in drafting and implementing Departmental and/or City-wide goals, policies, and procedures.
- Manages or participates in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participates in a variety of Department operations.
- Assists in the preparation of ordinances and other supporting program documents; prepares and monitors program contracts and related proposals; monitors compliance with applicable contractual agreements.
- Reviews council reports to ensure financial information is accurate and that policy issues have been addressed in advance.
- Tracks the impact of State and Federal legislation on the Department or City and make recommendations regarding City positions.
- Conducts research and analyzes a wide variety of technical and complex public policy and administrative issues.
- Conducts complex studies and surveys pertaining to administration, personnel and operations; identifies issues, formulates recommendations and options for addressing issues.
- Acts as staff support to the Mayor and City Council and City Manager on intergovernmental committees.

Budget-related functions:

- Prepares and monitors department annual and capital budgets, mid-year budget review, work plans and periodic forecasts; provides complete analysis of revenues and expenditures for each program, re-forecasts and develops new budgets.
- Compiles narrative, fiscal and status reports on department, division, project and fund revenues and expenditures and assists with necessary adjustments.
- Manages department procurement; authorizes expenditures in accordance with budget; and assists in monitoring and controlling budget activities.
- Prepares and administers various grants for the department; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; and maintains required records to ensure compliance.
- Prepares and administers complex contracts and memorandums of understandings.

Communication-related functions:

- Responds to media and citizen inquiries on behalf of the Department.
- Participates in the public information functions of the City's Emergency Operation Center.
- Maintains positive working relationships with the members of the media.
- Answers inquiries or complaints from the public and other governmental agencies by providing superior customer service.
- Plans and coordinates press conferences.
- Prepares and distributes press releases and media advisories.
- Creates, produces, and edits Department and/or City publications including a newsletter, annual report, and other informational publications. Suggests and implements new ideas for more

effective communications.

- Creates and produces internal organizational newsletters or other required publications.
- Serves as the Department and/or City's website content reviewer and provide guidance and direction to the City's Technology Committee.
- Conducts community outreach and civic engagement events.

Other functions:

- May provide support to the City's labor negotiating team.
- Assists the department director in personnel related departmental issues. May act as a liaison with the Human Resources Department regarding employee performance evaluation tracking, requests for leave of absence, and progressive disciplinary processes.
- Acts as staff to City Advisory Committees, as directed by senior executive staff.
- Prepares City Council agenda reports.
- Serves as a liaison to other organizations and entities to forward the goals of the Department or City.
- Performs related duties as required.

The Senior Management Analyst working in the Public Works department coordinates, prepares and monitors operating and Capital Improvement Project (CIP) budgets, serves as a liaison for interdepartmental CIP activities and prepares progress reports detailing the annual CIP program and CIP project expenditures. In addition, the position supervises the administrative team, negotiates and oversees contracts, writes grant applications, performs grant management, and a variety of complex administrative and analytical projects

KNOWLEDGE OF:

- Principles and practices of local government and public administration.
- Methods of research, program analysis, and report preparation.
- State legislative procedures.
- Communications strategies.
- Public relations and relationship building.
- Negotiations.
- Computer skills including graphics software.
- Municipal budget development and administration.
- Grant writing and management.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Work cooperatively with management, staff, and the public.
- Evaluate program policy and practice.
- Plan, coordinate and evaluate the work of staff.
- Compile, organize and analyze complex statistical data.
- Prepare clear and concise analytical and financial reports.
- Prioritize and meet multiple, frequently changing deadlines.
- Work independently and collaboratively to resolve issues and reach consensus.
- Interpret, apply and communicate policies, procedures and regulations.
- Make oral presentations

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Equivalent to graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field. A master's degree in public administration, public policy, or business administration is highly desirable.

- A valid driver's license is required.

Senior Management Analyst I

- Three to four years of progressively responsible analytical experience.

Senior Management Analyst II – *in addition to the requirements for the Senior Management Analyst I, this level requires:*

- Five years or more of experience performing increasingly complex, professional, analytical work with a high degree of autonomy.

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 stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 is regularly exposed to video display and regularly works in inside environmental conditions. The employee frequently works in evenings or weekends. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

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