



MANAGEMENT ANALYST III

Class Code:
D181

Bargaining Unit:

COUNTY OF SAN MATEO
Established Date: Mar 14, 1958
Revision Date: Mar 25, 1998

SALARY RANGE

\$35.01 - \$43.76 Hourly
\$2,800.80 - \$3,500.80 Biweekly
\$6,068.40 - \$7,585.07 Monthly
\$72,820.80 - \$91,020.80 Annually

DEFINITION:

To perform a wide-variety of moderate to highly complex analytical and administrative support activities within an assigned department including but not limited to providing assistance in budget, organizational and/or operational analysis and human resource planning.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level class in the Management Analyst series. This class is distinguished from the Management Analyst II/III by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same degree of independence as are positions allocated to the II or III level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks, but as experience is gained incumbents work with greater independence and are given more responsible assignments. Work is typically reviewed in progress and upon completion for conformance with established procedures.

Management Analyst II/III - The Management Analyst II level continues to be a learning class where incumbents use judgement in selecting appropriate guidelines or procedures to follow. The impact of the decisions is moderate and the work is typically one of interpreting, explaining or gathering information.

The Management Analyst III is the full journey level class within the Management Analyst series. Employees within this class are distinguished from Management Analysts II's by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. They could be expected to provide technical supervision to clerical or technical staff. Positions in this class series are flexibly staffed and are normally filled by advancement from the I and II levels based on experience and acceptable work performance.

SUPERVISION RECEIVED AND EXERCISED

Management Analyst I: Receives supervision from higher level professional and/or supervisory/ managerial personnel. Exercises no supervision.

Management Analyst II-III: Receives supervision from higher level supervisory/managerial personnel. May provide indirect technical or functional supervision to lower level professional, clerical or technical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Perform research and/or data gathering activities; analyze and interpret data collected, and prepare periodic or special reports based on conclusions.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, personnel and operational problems; assist in departmental budget preparation.
- Compile and analyze data and make recommendations on the formulation of operating policies and procedures, staffing and organizational changes.
- Participate in and/or coordinate the full range of human resource activities including recruitment and selection, employee relations, etc., consistent with the County's human resources policies and administrative procedures.
- May participate in and/or assist in County negotiating session with organized employee groups.
- Confer with and coordinate with other County staff on a wide variety of administrative analyses and human resource planning issues.
- Respond to citizen complaints and requests for specialized information, as required.
- Represent assigned work unit in interdepartmental, community and/or professional meetings, as required.
- Develop written recommendations, makes oral presentations to higher level management or outside agencies.
- Perform related duties as assigned.

QUALIFICATIONS:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

Management Analyst I

- Basic research and report writing techniques.
- Modern office methods, procedures and practices including automated word processing systems and applications.
- Basic principles of math and statistical computations.

Management Analyst II/III

- Basic principles and practices of the County operations and its administration and

organization.

- Sources and availability of information; methods of report presentation as it relates to assigned work unit.
- Principles of financial administration, including public budgeting and reporting.
- Principles and practices of organizational analysis and human resource planning.

Skills/Ability to:

Management Analyst I

- Communicate effectively both orally and in writing.
- Perform mathematical calculations accurately.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Management Analyst II-III

- Learn the Federal, State and local regulations and guidelines related to assigned duties.
- Analyze a wide variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations.
- Prepare effective and complete staff reports and make presentations.
- Perform the full range of the assigned duties under minimal supervision.

Education and Experience:

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

Management Analyst I: Bachelor's degree from an accredited college or university in political science, business or public administration or a related field.

Management Analyst II: One year of trainee level analyst experience.

Management Analyst III: One year of journey level analyst experience.

PREVIOUS CLASSIFICATION:

Management Analyst I-II-III

