

Summary of Duties: Directs a large staff of professional, technical, paraprofessional, and clerical employees providing a variety of administrative or support services for a large City department or bureau; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Chief Management Analyst, as a division head, is responsible for directing, through subordinate supervisors, several diversified administrative functions with department-wide impact or the major administrative support functions of a large City department or bureau, which includes the planning, financing, scheduling, and controlling of work programs. An employee in this class typically reports to the head or assistant head of a large department or bureau, and supervises a significant number of professional employees. A Chief Management Analyst receives assignments in terms of broad objectives, and is responsible for the presentation of reports and recommendations upon which policy decisions are based. Work performed is reviewed in terms of results obtained and objectives accomplished.

Incumbents in the class of Chief Management Analyst are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties: A Chief Management Analyst:

- * Directs, through subordinate supervisors, the operation of a division-level function within a City department or bureau;
- * Administers grant-funded programs;
- * Formulates and implements policies, regulations, and procedures relating to major work programs or departmental or bureau administrative support functions;
- * Directs the study of department or bureau operations, including the development of measures of effectiveness and quarterly reporting systems;
- * Determines short and long term division goals and objectives;
- * Ensures the division is meeting its objectives, work programs, priorities, and deadlines and takes corrective actions to achieve such;
- * Directs staff in the preparation of budget data;
- * Reviews all budget requests and makes funding recommendations to the department or bureau head during the internal budget hearings;
- * Directs the preparation of the annual expenditure program, financial status reports, and accounts analyses;
- * Represents the department or bureau at various meetings with the Mayor, City Council, high level officials, and City Administrative Officer on financial and administrative matters;
- * Administers a major support function for a department including work programs which may involve both office and field workers;
- * Acts as the management representative and participates in the meet and confer process on behalf of

the department management;

- * Oversees and approves the preparation of comprehensive proposals, contracts, and applications for grants funds;
- * Conducts investigations and studies, and analyzes and prepares reports and recommendations on highly controversial and complex budgetary, grants, personnel, contracts, and other management problems;
- * Directs professional, paraprofessional, technical, and clerical personnel engaged in administrative services including work program planning, program operations, and project financing and scheduling;
- * Establishes administrative control of overtime and personnel utilization;
- * Directs the development and implementation of department personnel programs including affirmative action, counseling, training, and employee development;
- * Assists in or determines affirmative action goals and programs;
- * Applies a variety of techniques to fully utilize the skills and potential of subordinate employees;
- * Maximizes productivity through effective communication with, and motivation of, subordinate employees;
- * Communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training proposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Principles, practices, methods, and techniques of public administration, administrative and legislative analysis, management and organization;
- * Budget, financial, personnel, grants, and contract administration;
- * Cost accounting, and purchasing;
- * Office management practices and procedures;
- * City Charter and the City's basic administrative ordinances, rules, procedures and policies;
- * Work measurement techniques and applications;
- * Techniques available to maximize the utilization of human resources to benefit both the City and the individual;
- * Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- * Techniques of training, instructing, and evaluating

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subordinate's work performance;

- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Grievance handling procedures;
- * Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- * Effective safety principles and practices;

A working knowledge of:

- * Laws and regulations related to equal employment opportunity and affirmative action;
- * Ordinances, regulations, procedures, and practices related to employee relations;

A general knowledge of:

- * Electronic data processing principles, methods, and applications;
- * City personnel rules, policies and procedures;

The ability to:

- * Plan, organize, direct, control, and evaluate a variety of administrative, management, accounting, and personnel activities and programs in a City agency;
- * Organize, direct, and evaluate studies to obtain effective solutions to problems in organization, budget preparation, finance, personnel utilization, procedural analysis, and performance reporting;
- * Prepare and present oral and written reports and recommendations concisely, completely, logically, and convincingly;
- * Interpret statistical computations, charts, and diagrams;
- * Deal tactfully and effectively with management, subordinates, and others involved in the administrative activities of the City;
- * Establish and utilize computer generated reports in administrative and financial planning activities, and budget preparation;
- * Develop subordinates through training and performance feedback;
- * Establish and maintain a work environment to enhance both employee morale and productivity;

Minimum Requirements:

Two years of full-time experience as a Senior Management Analyst or in a class which is at least at the level which provides professional experience in administrative, financial, grants, legislative, or personnel work is required.

Licenses: A valid California driver's license may be required for some positions.

Physical requirements: Strength to perform average lifting of

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less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.