

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

4-26-96

MANAGEMENT ANALYST, 9184

Summary of Duties: Performs professional staff work by researching, assembling, analyzing, and interpreting data and by preparing correspondence and reports with recommendations to management on a wide-variety of administrative, fiscal, grants, budgetary, personnel, legislative, and managerial problems; may supervise or act as a lead worker to staff involved in central agency, operating department, or bureau administration; and does related work.

Distinguishing Features: A **Management Analyst** is generally appointed to a position which exercises a degree of independent judgment in handling details and specific assignments within relatively well-defined standards and policies, and prepares comprehensive narrative and statistical reports to management on assigned tasks. Supervision received consists primarily of a review of the results of an employee's work, rather than a detailed check of the work in progress. An incumbent may assume full or lead supervisory responsibility for the work of non journey-level administrative, technical, or clerical personnel.

Employees of this class may advance to positions which require performance of the relatively more difficult assignments, including serving as a single staff assistant to department management while performing the more difficult assignments, and/or assuming full or lead supervisory responsibility for the work of other staff members including Management Analyst I's.

An employee in this class is distinguished from senior level professional administrative classes by the scope of supervision involved; the relative difficulty, sensitivity, or complexity of assignments; and by the fact that there are generally fewer guidelines or precedents on which to base the work assigned at the Senior level.

Examples of Duties: A Management Analyst:

Paygrade I:

- ! Collects, investigates, and analyzes supporting data and prepares narrative and statistical reports and recommendations on work programs, cost estimates, revenue estimates, capital projects, facilities and quarters, salary and benefit adjustments, and requests for personnel, equipment and expense items, and appropriations in connection with the preparation, review, and administration of a department budget.

- ! Prepares and reviews departmental budget requests, forecasts of future needs, and requests for interim appropriations, and maintains accounting and financial statistics and data for budget preparation and control purposes.

Examples of Duties (Cont.):

- ! Analyzes positions, work programs, expenditures, accomplishments, and other fiscal matters.
- ! Analyzes requests for data services, alterations and improvements, and communications services.
- ! Prepares expenditure program, reviews adherence to the program throughout the fiscal year, and prepares and explains deviations.
- ! Prepares requisitions for expense and equipment items.
- ! Initiates and conducts work simplification, space allocation and staffing, organizational, productivity, and work measurement studies including application of time standards to specific jobs, operations and procedures, and recommends changes to increase efficiency and reduce costs.
- ! Prepares operating manuals and organization and work flow charts.
- ! Investigates and compares department and City-wide practices with practices prevailing in similar organizations.
- ! Investigates and reviews business records to enforce, collect, and process City business, payroll, and transient occupancy taxes and permits.
- ! Assists landlords and tenants to resolve issues regarding the Rent Stabilization Ordinance.
- ! Assists in the overall planning and expediting of work in an operating department.
- ! Designs departmental forms and assists in their installation, utilization, and control.
- ! Analyzes and prepares reports on grant and fee-funded programs.
- ! Prepares and reviews applications for grant funded programs.
- ! Assists in the management of various Federal and State grants.
- ! Prepares and evaluates requests for proposal, and administers and monitors contracts.
- ! Reviews, analyzes, and recommends positions on proposed legislation.
- ! Attends meetings, hearings, and conferences to present and gather information, and prepares reports on actions taken.
- ! Maintains equipment inventories.
- ! Develops, establishes, and maintains programs for retention and disposal of records.
- ! Accesses data from personal and mainframe computers.
- ! Investigates and prepares recommended strategies, reports, correspondence, and advice for departments and employees regarding a variety of personnel related matters including discipline, appointments and other selection-related procedures, appeals of various departmental and City-wide personnel processes, position classification, employee rights, service ratings, and recruitment programs for a wide variety of positions and to meet special needs including affirmative action.
- ! Assembles, instructs, and may serve on interview boards for various selection processes and exit interviews.
- ! Investigates, analyzes, and prepares correspondence on pertinent issues related to personnel matters including preparation of routine periodic requests and reports.
- ! Advises departments on the development and implementation of affirmative action programs, and reviews departmental personnel, policies, and procedures

Examples of Duties (Cont.):

- for affirmative action impact.
- ! Develops, conducts, and evaluates training on departmental and City-wide procedures and programs.
- ! May supervise or act as lead worker over other professional, administrative, technical, or clerical personnel assigned to support the administrative activities of the department or bureau.

Paygrade II:

- ! Performs the relatively more difficult, sensitive, or complex assignments associated with the types of activities described above in support of administrative and personnel management functions of the City.
- ! May perform a higher level of supervisory or lead worker duties in support of administrative and personnel management functions of the City.

Employees assigned at either level may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Principles, methods, and techniques of administrative analysis, data interpretation, organization and management, budgeting, personnel administration, and labor relations.
- ! Arithmetic and elementary statistical concepts sufficient to make calculations and interpret data.
- ! Safety principles and practices.

A working knowledge of:

- ! Office management procedures and practices.
- ! Laws and regulations related to equal employment opportunity and affirmative action.
- ! Major principles, practices, methods, and techniques of governmental purchasing.
- ! The City's Employee Relations Ordinance and labor relations policies and procedures.
- ! Powers, interrelationships, and responsibilities of the Mayor, Council, and centralized staff agencies, as well as operating department functions and interrelationships.
- ! Data processing and computer-based systems capabilities as they relate to operating department functions and objectives.

Examples of Duties (Cont.):

- ! City's Employee Relations Ordinance and Memoranda of Understanding as they apply to subordinate personnel and to department personnel administration in general.
- ! Federal, State, County, and City interrelationships.

The ability to:

- ! Analyze and evaluate tangible and intangible data thoroughly and impartially.
- ! Prepare and present oral and written reports and recommendations clearly, concisely, accurately, logically, and convincingly.
- ! Work independently and complete assignments from only general instructions.
- ! Communicate and deal tactfully, persuasively, and effectively with department management, supervisors, other employees, subordinates, and individuals outside City service.
- ! Conduct investigations, determine methodologies and obtain the basic data necessary to evaluate solutions to complex problems and issues with multiple variables.
- ! Prepare and interpret statistical computations, charts, and graphs.
- ! Efficiently obtain, manipulate, and interpret information stored in mainframe and personal computers;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

1. One year of full-time paid professional experience in a class which is at least at the level of Management Assistant performing duties in budgetary and grants analysis and control, legislative analysis, administrative analysis and research, systems and procedures analysis, departmental administration, personnel administration or accounting; or
2. Two years full-time paid experience as a Management Aide for the City of Los Angeles. A bachelor's degree from a recognized four-year college or university may substitute for one year of full-time paid experience as a Management Aide; or
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at that level.

License: A valid California driver's license may be required for some positions in this class.

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, responsibilities, and required qualifications of any position shall be.