

COUNTY ADMINISTRATIVE OFFICE MANAGEMENT ANALYST I/II

DEFINITION

The County Administrative Office Management Analyst is responsible for planning, organizing, and directing the fiscal, legislative, budgetary, and strategic planning activities of the County, under the direction of the County Administrative Officer. In collaboration with the County Administrative Officer, the County Administrative Office Management Analyst will communicate and implement the Board of Supervisors' policies and directives.

Management Analyst I will assist and receive training to perform more complex assignments. Management Analyst II will perform highly complex administrative/executive level assignments in various areas. A Management Analyst I/II is an exempt position with no Union representation.

DISTINGUISHING CHARACTERISTICS

The Management Analyst I/II is responsible for overseeing any functions to which assigned and shall report directly to the County Administrative Officer. The incumbent will assist in facilitating, planning, management and administration of the County's budget under the direction of the County Administrative Officer. He/she is responsible for providing leadership, enthusiasm, initiative, and avenues for achieving efficiencies. Key duties include remaining abreast of laws and legal requirements and providing consultation regarding budgetary/fiscal review, to County departments. Incumbents may be expected to work varied hours or stay late to attend meetings.

TYPICAL DUTIES

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

Review of contracts and action items submitted for Board of Supervisors' agendas.

Develop meeting agendas and recommend resolutions for complex issues and concerns.

Reviews fiscal information and makes recommendations regarding funding levels.

Perform as a Team Leader and provide training and mentor-ship to other analysts.

Represent the County at meetings, committees, boards, and commissions. Also acts as a liaison between the County Administrative Office and the general public.

Review, analyze and interpret legislation.

Responds to the most sensitive and complex complaints.

Participates in community outreach activities.

Handles special projects for the Board of Supervisors.

Reviews and analyzes legislation for potential impacts to the County.

Assist in preparation and review of operating, annual and capital improvement budgets.

Recommends resolutions to sensitive and complex issues to the Board of Supervisors as designated.

Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions, and prepare reports.

Resolve conflicts and respond appropriately to complaints.

Complete multiple priority projects with conflicting deadlines and under stressful conditions.

Establish, implement and achieve goals and objectives.

Operate a personal computer and other modern office equipment.

Communicate effectively with others in person and over the telephone.

Maintain confidential information in accordance with legal standards and/or County regulations.

Represent the County with the community and other agencies.

Prepare multi-media presentations for the Board of Supervisors and other groups.

Maintain a professional and effective working relationship with the administrative team.

Frequent use of depth perception, peripheral vision and color perception.

Occasionally lift, carry, reach, push, pull, twist and manipulate large and small objects.

Frequent use of hand-eye coordination.

Frequent use of data entry device including repetitive hand and arm motion.

Occasionally lift and carry up to 40 pounds.

Normal dexterity, frequent holding and grasping.

Sit or stand for long periods of time.

Regular attendance is an essential function.

QUALIFICATIONS:

Knowledge of:

Current principles and practices of administrative and public personnel administration, including, organization, work flow, control, data collection and analysis, trends and theories of public administration and management systems.

Legislative processes at the Federal, State and local level and knowledge of the sequence of events needed to insure successful legislative outcomes.

Research, analytical and statistical methods and techniques.

Local governmental organization and operations at the County level.

Knowledge of relationships between local, State and Federal governments, public interest groups and private enterprise as they affect and interact with the County.

Principles and techniques of effective employee assignment, supervision, training and development.

Employment law and practices in a union environment.

Federal and State funds available for local purposes and methods of securing grants.

Applicable County ordinance, resolutions, policies and procedures.

Ralph M. Brown Act, Myers-Milias-Brown Act, and other related Federal and State laws and regulations.

Personal computers, spreadsheet, data base software and information systems.

Ability to:

Plan, gather, organize and evaluate data and information from a variety of sources.

Identify, analyze and resolve difficult problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Develop, present, explain and interpret data for County managers and elected officials.

Effectively communicate in writing and orally.

Establish and maintain working relationships with legislators, their staff members, department officials, employees, the Board of Supervisors, committees and public groups.

Acquire expertise in legislative review and analysis.

Remain abreast of developments in the field of administration, budgetary preparation and management.

Organize and develop comprehensive narrative and statistical reports.

Plan, initiate and complete work assignments with a minimum of direction.

Determine priorities and design methods for achieving objectives.

Establish and maintain cooperative working relationships in a team environment, and with officials, department heads and other personnel in Glenn County and other agencies.

MINIMUM QUALIFICATIONS:

Experience

Management Analyst I – No specific experience required

Management Analyst II - Two (2) years of responsible professional experience in a public agency or administrative position involving the review and analysis of budgeting matters or study and recommendation on administrative procedures. **OR** One (1) year successful performance as a Management Analyst I or equivalent.

Education

Management Analyst I – Equivalent to graduation from a four (4) year college or university in public, business, business administration, political science, economics, sociology or related field. (Progressively responsible professional experience may be substituted for the education on a year-for-year basis.)

Management Analyst II – Equivalent to graduation from a four (4) year college or university in public, business, or business administration, political science, or related field. (A Master's Degree in Public Administration, Business Administration, Public Health, Social Work or similar field; may be substituted for two (2) years of the required experience or additional directly related experience may be substituted for the education on a year-for-year basis.)

PHYSICAL DEMANDS / WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs. or less; occasionally 5 to 10 lbs., rarely up to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision-making, concentration, and working alone; frequent public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and occasional travel.