

CITY OF SAN CARLOS
ADOPTED CC: 9-11-00
REVISED CC: 7-10-06
REVISED CC: 11-26-07
REVISED CC: 09-24-12
REVISED CC: 9-9-13
REVISED CC: 1-27-25

FLSA Status: Exempt
At-Will

SENIOR MANAGEMENT ANALYST

DEFINITION

Under direction of an executive level manager, this management level generalist is responsible for providing staff support to a department head as assigned. The Senior Management Analyst performs a wide variety of responsible and complex administrative and special assignments. The incumbent provides the daily operations of departmental programs, assists in a wide variety of interdepartmental and City-wide projects and programs; performs analyses, develops recommendations, prepares reports and policy documents, exercises leadership skills and establishes effective relationships with a variety of groups and individuals.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision from the department head or designee. The Senior Management Analyst may supervise employees.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the level of departmentwide and cross-departmental responsibility assumed and the complexity of duties assigned in the areas of designing and conducting comprehensive analysis, identifying appropriate options, developing effective recommendations, working proactively to identify and respond to needs and opportunities, and establishing and administering new programs, policies, and systems with limited supervision. Employees at this level perform complex, difficult, and accountable duties requiring independent action.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Administers the City's workers' compensation, general liability and property insurance programs.
- Administers and manages liability claims filed against the City and coordinate an integrated liability and property loss control program designed to minimize risk of accidents or claims.
- Researches, analyzes data to assess costs, operational feasibility and other aspects of proposed programs and projects and develops and presents recommendations.
- Coordinates plans, projects, programs, and policy implementation with City departments, as assigned.
- Assess and update the City's Climate Mitigation and Adaption Plan (CMAP), monitor and report progress on the plan, and implement plan policies.
- Makes presentations to Council, other City departments and applicable outside organizations.
- Assists in the development of the City's Two-Year Operating, Mid-year Budget report and Five Year Capital Improvement Programs; which may include preparation of preliminary budget estimates and salary and benefit projections.;
- Provides or assists in the supervision of daily office operations, controlling department budget expenditures and providing day-to-day guidance.
- Researches and writes materials which may include, but not be limited to, reports, memos, newsletters, and press releases, as directed.
- May assist the City's Human Resources Division with recruitment, examination, classification, compensation, electronic data management and record retention, , employee relations, and health and welfare benefits administration.
- Provides liaison for the department on designated inter-departmental projects or projects, plans and policies involving other agencies, regional task forces, and other committees, as

directed.

- Establishes and maintains effective working relationships with employees, outside agencies and the public.
- Effectively responds to and resolves complaints using conflict resolution skills.
- Leads or participates in the research, development, and implementation of new and revised plans, programs, systems and procedures.
- Assists in developing and implementing departmental and city-wide programs and policies.
- May represent the Director at meetings, conferences and similar functions and may serve as the Acting Director on an assigned basis.
- Assists the Director in departmental administrative and management responsibilities.
- Utilizes a variety of computer software applications to prepare reports and spreadsheets.
- Performs related tasks, as directed.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated knowledge of: principles and practices of public administration and how public organizations function; budgetary and financial principles; administrative analysis techniques; statistics; personnel principles; pertinent legislation; and correct English usage, including grammar and vocabulary.

Ability and skills to: build credibility and establish trust with co-workers and the public, work effectively with staff and public officials; remain open and flexible to varied and changing assignments and working conditions; negotiate successfully in complex situations; perform and coordinate a variety of work projects concurrently while ensuring timeliness, quality, and accuracy; exercise sound, professional judgment; reason logically and think creatively; prepare analyses and recommendations that are easily understood; effectively communicate both orally and in writing and prepare and present clear, concise and logical reports; and use computer software spreadsheet applications; provide varied and responsible and professional support; use initiative and independent judgment within established guidelines; analyze and resolve administrative situations and problems; research, compile and summarize data, organize work, set priorities, meet critical deadlines, and complete assignments with a minimum of direction; use tact and discretion to establish, foster, and maintain cooperative and effective working relationships with those contacted in the course of work, both inside and outside the organization, including public “stakeholder” groups; work in a team atmosphere and participate on a variety of departmental and City-wide committees to enhance the provision of all City services.

EDUCATION AND TRAINING

Bachelor’s Degree, or equivalent, in Public Administration, Public Affairs or Business Administration with an emphasis in public administration/organization and three (3) to five (5) years of experience as a budget manager, management and budget analyst, development analyst or in a closely-related public administration position. Postgraduate coursework or a Master’s Degree in Public Administration desirable.

Experience must include: development, implementation and review of municipal budgets; review and implementation of labor union contracts; and administrative policy development of cost/benefit/risk analysis.

SPECIAL REQUIREMENTS

Speak clearly and understandably; operate standard computer programs. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver’s license and satisfactory driver’s record is required. Must be able to actively participate in evening meetings.