

JOB DESCRIPTION

Coachella Valley Water District

Date: April 2013

TITLE: Management Analyst

DEPARTMENT: Various

REPORTING RELATIONSHIP:

Reports to: Head of Assigned Department

Supervises the following positions: Not Applicable

DESCRIPTION:

Under general supervision, will perform a range of responsible and varied professional, journey level analytical duties and responsibilities in support of an assigned department. Will have responsibility for the management and administration of program/project activities. Will recommend action and assist in policy, procedure, work methods, and budget development and implementation for area of assignment and coordinate assigned activities with other divisions, outside agencies, and the general public.

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

1. Provides assistance in resolving operational and administration problems; identifies problem areas and issues; plans, organizes, coordinates, directs, and/or conducts administrative and/or management studies relating to the activities or operation of the department; conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications.
2. Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions.
3. Provides staff assistance to management staff; participates on and provide staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
4. Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and workplans for the achievement of these goals. Drafts reports and recommendations on assigned projects.

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ESSENTIAL FUNCTIONS (Cont.):

5. Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
6. Coordinates assigned services and program/project activities with those of other District programs, functions, departments and staff, as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other District groups; provides information and assistance as appropriate.
7. Participates in the preparation of mid-year and end-of-fiscal year budget documents; Maintains and monitors appropriate budgeting controls; Monitors expenditure and revenue activity.
8. Builds databases and spreadsheets of financial, budgetary, and other data; Prepares comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.
9. Reviews work for accuracy and recommends improvements in work flow, procedures and use of equipment and forms.
10. Independently performs complex and responsible analytical work in support of Departmental functions, programs, goals and objectives.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Experience and Education: Two years of responsible administrative and management analysis experience supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of:

- Principles and practices of public administration.
- Organization and operation of municipal government.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Principles and applications of critical thinking and analysis.

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MINIMUM QUALIFICATIONS (Cont.):

Knowledge of (Cont.):

- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Principles of business letter writing including proper English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of supervision and training.
- Office procedures, methods, and equipment including computers and applicable software applications such as financial systems, word processing, spreadsheets, and databases.
- Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned programs; oversee and participate in the development and administration of program goals, objectives, and procedures.
- Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.
- Collect, evaluate, and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Read and interpret plans and specifications.
- Prepare clear and concise technical, administrative, financial reports, tables, schedules, summaries, and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Research, negotiate, manage, and monitor contracts and agreements.
- Understand the organization and operation of the District, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

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MINIMUM QUALIFICATIONS (Cont.):

- Abilities (Cont.):
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies.
 - Identify and respond to community and organizational issues, concerns, and needs.
 - Coordinate multiple projects and meet critical deadlines.
 - Organize and prioritize timelines and project schedules in an effective and timely manner.
 - Participate in the preparation and administration of budget.
 - Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
 - Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

Driving: Moderate

2. Uses two-way radio to communicate.
3. May sit for prolonged periods of time.
4. Responds to emergency call outs when required.

See Human Resources for physical assessment form.