MANAGEMENT ANALYST
(Open / Competitive)
SALARY: $7,088.84 - $8,616.54 PER MONTH
FINAL FILING DATE: OPEN UNTIL FILLED

APPLICATION FILING PERIOD:
This is an open competitive recruitment that will remain open until filled. Interested applicants are encouraged to apply as soon as possible. Please note that the application filing period may close at any time, without notice, once a sufficient number of qualified applications have been received.

DEFINITION:
Under general direction, performs a variety of professional analyses, surveys, and studies involving administrative, financial, personnel, and statistical data; performs administrative and analytical functions in support of City programs and services; and performs related work as required. This classification may be assigned to work in any City department, division, or specialized function.

The current vacancy will be assigned to the City's Public Works Department.

SUPERVISION RECEIVED AND EXERCISED:
The Management Analyst provides professional support to a Department Head and/or a Manager and is a journey-level generalist classification that works with minimal supervision and may provide direction and supervision over assigned support staff.

CLASS CHARACTERISTICS:
The Management Analyst is a journey-level classification which performs difficult analytical assignments, conducts complex studies, and is assigned professional level projects to research, analyze, and make appropriate recommendations to decision-making authorities such as managers and department heads, which includes the levels of Assistant City Manager and City Manager.

Performs the full range of complex, responsible, and varied professional, journey level analytical duties and responsibilities in support of a City department, division, and/or program area; assumes responsibility for the management and administration of significant City programs, projects, functions, and/or service area; to provide sound, professional
recommendations for action and significant assistance in policy, procedure, work methods, and budget development and implementation for the area of assignment; and to coordinate assigned activities with other divisions, outside agencies, and the general public.

**ESSENTIAL FUNCTIONS:**

- Plans, organizes, and conducts administrative or management surveys and analyses; researches and collects required information as part of staff reports and correspondence.
- Coordinates and promotes City programs and services, depending upon departmental assignment; acts as liaison with other agencies and departments.
- Reviews, evaluates, and updates forms, policies, procedures, and manuals.
- Serves a departmental or City representative in interdepartmental, community, business, regional, and professional meetings.
- Provides general administrative and management-level support in performing analyses of policies, procedures and programs, and preparing data used in agenda reports, surveys, and studies; conducts budget analyses of specific programs and services.
- Assists with implementing the goals and objectives of Information Technology.
- Assist Human Resources division with performing duties including working with employees, departments, and managers handling and a full range of duties include recruitment, testing, and selection; classification and compensation; benefits administration; employee and labor relations; workers compensation; risk management; and records management.
- Provides assistance with annual budget preparation; budgetary monitoring and control; revenue and expenditure forecasting and research; prepare equipment and personnel justifications.
- Evaluates effects of current and pending legislation on department programs and operations; develop response and legislative proposals; may act as a liaison with State and federal officials; may assist with the design and preparation of informational materials and literature.
- Research contract service and supply needs; develop and negotiate contract terms; monitor contract compliance; mediate user/provider complaints; conduct on-site inspections to determine need or compliance; provide information to the public on contracts available loan or grant programs.
- Assist management in scheduling and coordinating work, equipment and materials; participate in training sessions on methods, task instruction and related activities; assist in the identification of work to be accomplished and determination of processes, methods and procedures to be used; assist in the development of standards for work to be performed by using established formulas and data.
- Performs other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Education & Experience:**
Equivalent to a Bachelor’s degree from accredited four-year college or university in business administration, public administration, or a related field is required. Possession of a Master’s Degree is desirable. At least two (2) years of increasingly responsible professional experience in administrative, management, personnel, and analytical functions.

**Licenses:** Possession of a valid CA Class C driver’s license.

**Probationary Period:** A probationary period of six (6) months must be successfully completed by each employee.
Knowledge of:
Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, which may include the area of Human Resources; Principles, practices, and methods of administrative, economic, and organizational analysis; Financial, statistical, and comparative analysis methods; Principles and practices of budget development and expenditure control in a municipal setting; Business letter writing and the standard format for reports and correspondence; Modern office practices, methods, and computer equipment and applications related to the work, department, and assignment being performed; English usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public; Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; Confidentiality protections and employee rights; principles and practices of sound business communications.

Ability to:
Recommend and implement goals, objectives, and practices for providing effective and efficient services to both internal and external customers; Analyze administrative and operational problems, evaluate alternatives, reach sound conclusions, and make appropriate recommendations; Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues; Evaluate and develop improvements in operations, procedures, policies, or methods; Maintain confidentiality and exercise good judgement and discretion in the handling and processing confidential information and data; Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures; Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; Compose correspondence and reports independently with minimal instructions; Research, analyze, and summarize data and prepare accurate and logical written reports; Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; Operate office equipment and computer applications related to the work; Use English effectively to communicate in person, over the telephone, and in writing; Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; Conduct research and analyze laws, regulations, contracts, policies, and standards related to human resources and management programs and services; Administer and participate in surveys; draft and present study findings and conclusions; Establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, brokers, the City Attorney, the general public, and others encountered in the course of the work; Organize and prioritize tasks to meet deadlines; Exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations; organize and maintain confidential personnel files; Operate a personal computer for and use word processing, spreadsheets, graphics and other applications software; Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; Perform related duties as required.
INFORMATION FOR APPLICANTS

SELECTION PROCEDURE:
To submit your application, please visit: [https://www.calopps.org/city-of-seal-beach](https://www.calopps.org/city-of-seal-beach)

Please note that only on-line applications are being accepted for this recruitment. Our Human Resources Department is located at Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 and can be contacted by calling (562) 431-2527 x1336. Faxes, emails, or postmarks will not be accepted.

Appointment is subject to any or all of the following, to include: reference check, DOJ/FBI fingerprinting, comprehensive physical examination including drug screening. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required.

BENEFITS:
The City of Seal Beach offers an excellent benefits package:

Retirement: CalPERS Classic Members 2% 55. New Members 2% @ 62.

Deferred Compensation: City contributes (3.5%) of base salary per pay period to an ICMA 457 deferred compensation program on behalf of employee.

Vacation: (80 – 160) hour per year based on years of City service.

Sick Leave: One (1) eight (8) hour day per month of service.

Holidays: (12) Holidays per year.

Insurance: The City provides a comprehensive insurance program through a full flex cafeteria plan for all full-time employees, including health, dental, and vision plans. The City also provides for the employee’s dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.

Life Insurance: City contributes (100%) towards a $50,000 life insurance policy.

Tuition Reimbursement: Tuition Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full-time undergraduate enrollment.

Section 125 Plan: Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

Note: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

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