

COUNTY OF SOLANO
CLASS SPECIFICATION
PRINCIPAL MANAGEMENT ANALYST

CLASS SUMMARY:

The Principal Management Analyst performs a full range of complex, responsible, and varied analytical, budgetary, fiscal, programmatic, legislative, intergovernmental, policy, and/or other administrative analyses duties in providing highly responsible staff support within the County Administrators Office; analyzes, prepares, and monitors the budgets for a group of major County departments; develops and implements plans, programs, and recommendations for the Board of Supervisors, County Administrative Officer, County departments, advisory committees and commissions as well as agencies independent of the County; and may supervise professional staff.

The Management Analyst series consists of four management level classes used exclusively in the County Administrator's Office, of which the principal is the highest level within the series. Classes within the series perform budgetary, analytical, and fiscal duties within the context of County government. Although much of the time is spent in budget preparation and expenditure review, incumbents also serve as the primary representative of the County Administrator's Office to assigned departments, Board of Supervisors, and County management team on a broad range of issues.

The Principal Management Analyst is also the specialist level in this series. Incumbents are skilled local governmental managers who apply specialized and advanced level knowledge and abilities in the area to which they are assigned. The typical assignments are either as the manager of an analyst team or as manager of a special major project; or both.

- As a team manager, incumbents manage a team, or teams, of analysts and support staff. The emphasis is on developing, analyzing, and monitoring the County budget and fiscal matters; conducting management and fiscal studies affecting County government; and developing and implementing Countywide policies and procedures.
- As a project manager, incumbents may supervise or provide work direction to subordinate project staff. The emphasis is on developing, analyzing, and managing special, major long-term projects that have significant countywide and intergovernmental impact, or on special assignments involving significant intergovernmental relationships and activities.

This class differs from the:

- **Budget Officer**, which directs the management and coordination of the County's long-term budget preparation processes; prepares the multi-year budget models; and provides expert level authority and consultative services on budget and fiscal issues to elected officials, executive management, and line departments' managerial, budget, analytical, and accounting staff.
- **Management Analyst (Senior)**, which is the advanced-journey level within the series. Incumbents independently perform complex management, administrative, financial, budgetary, and organizational duties. Incumbents may be assigned lead analyst duties over two or more lower level analysts.

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<p><u>ESSENTIAL DUTIES:</u></p> <p>This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.</p>	<p><u>PERCENT OF TIME</u></p>	<p><u>DBM RATING</u></p>
<p>Performs analytical and management duties including organizational, budgetary, fiscal, programmatic, legislative, intergovernmental, policy, and/or other administrative analyses.</p> <p>Oversees budget development and installation for assigned departments; receives and analyzes departmental budget requests; reviews expenditure patterns; projects revenues and expenditures; determines fund balances; calculates, compiles, and presents assigned segment of total budget to department, County Administrator, and Board of Supervisors; provides liaison with other departments on matters related to the budget adoption and revision processes.</p> <p>Plans and conducts complex budgetary, financial, and operational analyses and studies; determines analytical techniques and information-gathering processes; analyzes information and data; develops recommendations; and oversees and assist in the implementation of recommendations.</p> <p>Recommends changes in funding and budget plans that may require executive management and elected officials to revise substantive programs.</p> <p>Provides staff support to the County administrator, Board of Supervisors, and advisory groups.</p> <p>Testifies before elected officials, executive cabinets, and other authorities regarding proposed budgets and resource allocation plans; clarifies reports and findings; gains support for estimated budget needs.</p> <p>Represents the County in meetings with public officials, other public agencies, and civic groups in order to gather input, assess needs, develop priorities, and implement and maintain effective countywide projects and programs. Presents findings and recommendations to line management, labor organizations, media, community groups and the public in lay terms; and responds to questions.</p> <p>Monitors legislation and regulatory changes; determines impact; and advises elected officials, the County Administrative Officer, and executive management on proposed legislation affecting County operations.</p> <p>May supervise budget and administrative analysts and technical and clerical support staff.</p> <p>Prepares a variety of correspondence, narrative, and statistical reports, procedures and other written materials; accesses varied databases and uses information from various sources to prepare materials.</p> <p>Performs other duties of a similar nature or level.</p>		

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Training And Experience:

Bachelor degree from an accredited college or university in public financial management, business/public administration, economics, policy analysis, or other fields directly related to the budget, fiscal, and management duties of this class.

and

Five years of public-sector experience that included performing administrative, analytical, budgetary, fiscal, policy and/or program work requiring analysis and interpretation of data. At least two years of experience must have been at the advanced-journey level comparable to the County's Management Analyst (Senior) class.

Note 1 Master's Degree is desirable

Note 2 The objective of these minimum qualification patterns is experience demonstrating that the appointee is capable of providing full scope management direction to professional staff; and participating in management, policy, and fiscal matters that had significant countywide and intergovernmental impact.

Note 3 Budget and fiscal management experience in Solano County service is usually required although other governmental or private enterprise experience may provide some of the necessary background.

Licensing/Certification Requirements:

- California Drivers License, Class C

Knowledge of:

- Principles and practices of financial analyses; public sector budget planning, projecting, developing, implementing, record-keeping, reporting, and controlling within County government
- Applicable federal, state and local laws, regulations, mandates, and procedures affecting County governmental operations
- Sources of revenue and expenditures typically of County government
- Organization, services, operations, functions and administrative structure of County governmental operations and public agencies, including the role of an elected Board
- Philosophy, objectives, trends, techniques and principles of public administration, organization and management
- Practices and techniques of administrative, financial, and comparative analyses and procedures; statistical methodologies; and report preparation
- Relationship between local, state and federal governments, public interest groups and private enterprise as they affect local government
- Legislative processes of local, state and federal governments
- Effective techniques for speaking before groups and making public presentations
- Principles and practices of staff and operational management, supervision, leadership and training

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Knowledge of: (Continued)

- Oral and written communications, business correspondence, and report writing
- Standard office procedures, practices, equipment, personal computers, and software

Skills in:

- Planning, performing, and/or directing the performance of complex financial, budget, revenue, and strategic planning analyses, budget preparation, implementation, and monitoring
- Performing complex and difficult professional analytical, programmatic and administrative duties
- Planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area
- Directing work consistent with goals and priorities
- Analyzing problems and data, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Conducting research; collecting and analyzing data
- Developing and rendering authoritative interpretation of County and legal orders, guidelines and directives, and policies and precedents within and across County lines
- Researching, analyzing, projecting consequences of decisions, drawing valid conclusions, and making effective recommendations on analytical, budgetary, fiscal, programmatic/operational, legislative, intergovernmental, policy, and management practices, procedures and problems
- Monitoring legislative and regulation changes; interpreting and assessing the impact on the County; and recommending operational and procedural changes as required
- Representing the office and the County in meetings with the public and before public bodies
- Utilizing spreadsheets and financial, budget, and statistical software packages to analyze financial data, spot trends, and develop forecasts
- Supervising, evaluating, training, and developing staff
- Overseeing and evaluating staff and assigned work unit(s)
- Preparing logical, accurate, comprehensive, and legally sound narrative and statistical analyses, reports, correspondence, procedures and other written materials; presenting complex financial and budget concepts and strategies in easy-to-understand language
- Using modern office equipment, and computers and related software applications
- Managing multiple priorities simultaneously
- Communicating information and ideas clearly and concisely orally and in written formats
- Preparing planning, narrative, fiscal and statistical reports, records, correspondence, and proposals
- Establishing and maintaining cooperative working relationships with the Board of Supervisors, County Administrative Officer, elected officials, staff and a variety of citizens and public and private organizations

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ADA Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Requirements:

Independent travel required

Approval by:



7/20/10

Donald W. Turko
Director, Human Resources

Date

Class History Information:

BOS Adopted	Revised	Re-titled	Class Code	Sal Plan/BU	OT Code
2/23/2010			107330	61	05