



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: MANAGEMENT ANALYST

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0205

PAY RANGE CODE: 18.1 MC REVISION DATE: 7/28/16

NATURE OF WORK:

This is responsible professional work providing administrative staff support to a city division and/or department in administration and operations, staff analysis and special projects, and/or program administration, and involves serving as a member of the department's management team. Employees in this classification work with relative independence, exercising considerable judgment and initiative, however, receive general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Analyzes annual departmental budget requests and assists in the preparation of the annual budget; analyzes costs of departmental programs, activities, and procedures; and makes recommendations to promote effective and economical operations.

Participates in the budget review process.

Participates in financial management activities.

Performs workflow measurement and work simplification studies and recommends corrective measures.

Conducts organizational, operational, and fiscal analysis studies.

Provides staff support to public boards, commissions, and meetings.

Establishes and maintains interdepartmental and/or interagency communications including the explanation of personnel policies and practices.

Performs legislative and statistical analysis.

Reviews compliance with federal, state, and local laws relating to department functions.

Analyzes departmental programs and activities and prepares recommendations for the efficient use of resources.

Participates in the establishment of standards, procedures, forms, and regulations along with assisting in the development of new methods and procedures for improving the quality and efficiency of an assigned area.

Conducts continuous review of budget accounts; reviews procedures and methods for compliance with City Charter provisions, ordinances, and other legal guidelines; and monitors expenditures to ensure that budgetary constraints are observed.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of public administration and the structure and functions of municipal government.

Knowledge of the principles and practices of public budget preparation and administration and management techniques.

Knowledge of the use of modern office systems, practices, and procedures.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of current techniques used in classification, pay administration, training recruitment, selection, and benefits.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to prepare comprehensive analyses, evaluations, and recommendations pertaining to the City budget.

Ability to interpret and explain various rules, policies and practices; in addition to organize, compile, and maintain confidential department records.

Ability to prepare and present effective oral and written recommendations and reports.

Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.

Ability to communicate effectively in order to respond to policy and procedure questions.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with government officials, fellow employees, and members of the general public.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 76 to 100% of the time; stand and walk from 26 to 50% of the time; and to reach, bend, stoop, push, and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force up to 33% of the time, up to ten (10) pounds of force from 34 to 66% of the time, and lesser amounts of force from 67 to 00% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Master's degree in Public or Business Administration or a related field

OR

Bachelor's degree in Public or Business Administration or a related field

AND

Three (3) years progressively responsible professional level organizational administration in public budgeting, management, and administration analysis.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the workday.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Printer

Telephone
Copier

Facsimile Machine
Calculator

Previous Revision Date(s): 6/3/08