

Class Code: 632
City of Anaheim
Class Specification

I. CLASS TITLE: SENIOR MANAGEMENT ANALYST

II. DEPARTMENT: Finance/Budget

III. CLASS DEFINITION:

To lead and provide complex professional administrative support involved in the development, analysis and evaluation of City programs and budgets; and to conduct special studies and analysis as required.

IV. SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Budget Manager.

Exercises functional and technical supervision over professional and technical staff.

V. EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Lead, assign and review the work of staff involved in the analysis and development of City programs and services; direct and participate in special studies.

Develop and review resource allocation proposals for assigned departments; develop and coordinate policies and procedures for the budget development process; oversee and maintain the City's on-line budget system.

Lead and participate in complex financial analyses of proposed policy changes; serve as a liaison between departmental management teams; provide information and analytical support involving major projects of City-wide interest.

Design, plan, supervise and participate in productivity improvement studies; provide recommendations for improving the operational efficiency of departments.

Review, evaluate and approve for cost-benefit, computer related acquisition requests including microcomputers, automated systems and related equipment.

Design, plan and conduct City-wide training programs for computerized financial systems including the budget and general ledger systems.

Monitor assigned departments to ensure that budget priorities are properly executed.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Extensive responsible experience in the evaluation of management systems, programs and budgets.

Knowledge of: Principles and practices of public administration and public finance; principles and practices of budget development; principles of economics,

financial analysis, and cost-benefit analysis; principles of statistics and research; microcomputer capabilities and uses; pertinent Federal, State and local laws, codes and regulations.

Ability to: Lead, organize and review the work of professional and technical personnel; analyze and evaluate program operations and performance; assess appropriateness of budget requests and recommendations; analyze budgetary and statistical data and make recommendations; design and administer special projects and analyses; develop policy and procedure statements; analyze complex automation requests; communicate clearly and concisely, both orally and in writing; develop and maintain effective working relationships with those contacted in the course of work including internal City staff at all levels.

Physical Requirements: None

License and/or Certifications Required: None

VII. FLSA DESIGNATION: Administrative

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit - Professional
Class Concept - Advanced Journey Level Professional
Created 9/83 Sibson
Revised 9/89 Ralph Andersen & Associates
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