

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Management Analyst I/II	Department:	Varies
Class:	Management Support	FLSA:	Exempt
Salary Range:	I 42 II 47	Reports To:	Department Manager
Probationary Period:	1 year	Revision Date:	06/06/2024

Position Overview:

Under direct supervision, performs professional administrative, financial, budgetary, and operational support and analysis for a department or program; performs research, statistical, and other analytical work; and fulfills other administrative assignments in functional areas such as budget, contract administration, human resources, grant administration, communications, legislative monitoring, program development, and regulatory compliance.

Supervision Received and Exercised:

Receives direction from the assigned Department Manager. May oversee, monitor, and/or direct the work of support staff.

Education/Experience:

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Management Analyst I

Education	Experience
Possession of an Associate Degree from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Twelve (12) years of professional experience performing public administration, finance, or other relevant functions. Public sector experience is preferred.
Possession of a Bachelor’s Degree or higher from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Two (2) years of increasingly responsible professional experience performing public administration, finance, or other relevant functions. Public sector experience is preferred.

Management Analyst II

Education	Experience
Possession of an Associate Degree from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Twelve (12) years of professional experience performing public administration, finance, or other relevant functions, and an additional Four (4) years of responsible experience performing duties similar to that of a Management Analyst I with the South Placer Municipal Utility District.
Possession of a Bachelor’s Degree or higher from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Four (4) years of responsible experience performing duties similar to that of a Management Analyst I with the South Placer Municipal Utility District.

Licenses and Certifications:

Valid California Class C Driver’s License.

Knowledge and Abilities:

Management Analyst I – This is the entry level class within the Management Analyst Series. This class is distinguished by more routine tasks and duties assigned to positions in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees at this level work under general supervision while learning job tasks.

Management Analyst II – This is the journey level class within the Management Analyst Series. This class performs a full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Employees in this position are expected to be fully aware of operational procedures and policies within the work unit and perform the most difficult and responsible types of duties assigned to positions in this series. Employees at this level work independently, exercising sound judgment and initiative.

Knowledge of:

1. Advanced principles and practices of public administration including public finance, budgeting, fiscal control, and administrative and policy analysis relevant to assigned area of responsibility.
2. Principles and practices of local government, including administration, organization, programs, and functions.

3. Principles, policies, regulations, and requirements governing industrial safety, loss prevention, disaster control, emergency preparedness, emergency management, and accident investigation as related to job responsibilities.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Public agency purchasing and contracting requirements, grant applications, and fiscal control of same.
6. Communication techniques required for gathering, evaluating, and transmitting information, and directing group discussions.
7. Practices for disseminating public and/or educational information in writing, by presentation, advertising, newsletters, press releases, or any other media presentation form relevant to the assigned area of responsibility.
8. Personnel management and basic supervisory practices, including training, development, instruction, leadership, and coaching.
9. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.
11. Statistical and graphical presentation methods.
12. Principles and practices of research and quantitative analysis.
13. Principles and practices of assessments, inspections, and investigations as related to job responsibilities.
14. Business letter writing formats and technical report preparation. English usage, spelling, punctuation, and grammar.
15. Modern office equipment and programs including use of word processing, databases, and spreadsheet applications, Microsoft applications including Word, Excel, Outlook, and PowerPoint.
16. Complex filing system management and document administration.
17. Safe work practices as defined by Cal-OSHA.
18. District policies and procedures.
19. The District's Mission, Vision and Core Values.

Ability to:

1. Analyze information and make sound decisions and recommendations.
2. Develop, implement, and evaluate the effectiveness of programs.
3. Work independently and make effective judgments regarding compliance issues.
4. Communicate clearly and concisely, both orally and in writing.
5. Write requests for information, qualifications, proposals, and bid documents to solicit services to support District objectives and meet District needs.
6. Collect disparate information and organize it into written plans that describe, standardize, and improve District work programs.
7. Plan, organize, and administer a variety of projects, programs, and services in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
8. Provide clerical administrative support including external and internal customer service for assigned programs. Certain roles may require cash handling.
9. Learn programs, processes, and structure of assigned department.
10. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
11. Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys, and analyses; analyze and make recommendations in the development and administration of assigned program area.
12. Learn applicable Federal, State, and local laws, codes and regulations. Explain/interpret rules, regulations, and District policies.
13. Develop and implement management systems, procedures, and standard department functions and make procedural modifications to improve efficiency and effectiveness.
14. May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; act as a resource to staff and advise staff on more complex issues, and work with employees to improve performance.
15. Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

16. Effectively represent the District when interfacing with outside agencies, companies, and the public in general. Demonstrate political acumen by always representing the District professionally, dealing positively with controversial issues; gaining cooperation through discussion and collaboration; exercising initiative and independence, having astute judgment in sensitive situations; and problem solving and negotiating effectively.
17. Assist with the selection and management of consultants and contractors; develop, monitor, and administer contracts.
18. Give oral presentations; prepare items for the Board of Directors and verify the accuracy of departmental agenda items.
19. Research and analyze pending legislation and identify impacts on department programs and activities.
20. Investigate complaints and recommend corrective action as necessary to resolve the complaint.
21. Assist in the preparation, development, and administration of department operating and capital improvement budgets and supporting analyses and forecasts; prepare revenue projections, conduct fee analyses, recommend strategies to meet budgetary targets, and advise management on fiscal issues.
22. Coordinate and participate in financial and administrative activities of an assigned department or program; participate in the administration of reimbursement activities and programs; review and approve a variety of accounting transactions.
23. Research, document, coordinate, and participate in the implementation of new technology including the development of tools, processes and procedures; develop and provide training and serve as system administrator.
24. Participate in special projects; may act as lead in a team project.
25. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
26. Data entry, database management, and processing for various records and processes including utilities, maintenance records, personnel, and purchasing.
27. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical, and clerical accuracy.
28. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.

29. Prepare standard operating procedures (SOPs) to establish and document District business practices.
30. Recognize and maintain confidentiality.
31. Maintain regular, predictable, consistent, and timely attendance to support the District's ability to provide critical services to employees, departments, and the public.
32. Complete assignments as directed.

Physical Demands and Working Environment:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- b. Stand, walk, reach with hands and arms, stoop or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties, and
- b. Ability to safely perform required physical duties with "reasonable accommodation; that does not create a safety hazard for other employees or the public.

This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.