

**MANAGEMENT ANALYST**

**DEFINITION/PURPOSE:** Oversee all analyst functions. Oversee program compliance, including knowledge and implementation of laws, regulations, directives and guidance. Collect, organize, and analyze data involved with organizational and functional studies, computerized management information systems, data processing systems, administrative systems and procedures, proposed regulations, and/or preparation of budget proposals. Independently perform varied and the most complex and difficult analytical work; prepare detailed research reports and recommendations for the solution of complex problems. Develop and implement procedures and special programs. May be assigned to oversee a work unit within a department. Assign projects and supervise the work of lower-level analysts.

**DISTINGUISHING CHARACTERISTICS:** This analyst classification is distinguished from lower classifications in the Administrative Analyst series by the assignment of the most complex and difficult assignments. Requires working knowledge of management principles, and the ability to exercise independent responsibility and judgment in conducting research, analysis and project management. The Management Analyst may oversee all stages of the policy process, from research to recommendations, development, adoption, implementation, and evaluation. Additionally, the Management Analyst may directly supervise subordinate Administrative Analysts, technical or clerical staff. May be assigned to act on behalf of a department head in his/her absence.

**SUPERVISION RECEIVED AND EXERCISED:** Under the direct supervision of the Executive Director or his/her designee. Provides direct and general supervision to assigned Administrative Analysts, technical and clerical personnel.

**ESSENTIAL JOB FUNCTIONS:** Duties may include, but are not limited to, the following:

- Conduct special studies, investigations, budget analyses and audits.
- Develop, implement, and monitor Agency programs, in accordance with regulations, guidance, and Agency goals.
- Assist departmental officials with solutions through the preparation of systems, reports and recommendations.
- Review and analyze new and proposed regulations. Make recommendations and develop policies and procedures.
- Write applications for funding. Analyze funding sources and make recommendations. Implement and monitor grants received.
- Monitor workflow, analyze department workloads, and recommend staffing patterns.
- Assist departments in establishing standard management procedures. Monitor policies and procedures, and develop systems to enhance internal controls.
- Direct the work activities of a unit or special program within an assigned department; monitor workflow and provide active support and supervision.
- May supervise or provide lead direction to staff.
- May be assigned to act on behalf of the department head in his/her absence.
- Write and revise policies and procedures to streamline policies or conform to new requirements.
- Troubleshoot agency-wide computer software as it relates to established programs and assist in determining solutions. Present training in system use, as necessary.
- Collect, analyze and interpret data related to departmental and interdepartmental operations, including organizational structure, policies and procedures and equipment requirements.
- Prepare, review, and submit an array of reports and forms utilizing the central computer system. Make on-line submissions of annual reports to HUD, including PHAS management scores, etc.
- Create brochures and reports, including public outreach campaigns and written or oral reports or presentations to the Board of Commissions, Board of Supervisors, or other public, private or non-profit partners or community groups.

**OTHER JOB FUNCTIONS:**

- Represent agency at outside meetings.

- May be required to participate in training of staff.
- May be required for office coverage in the absence of management staff.
- Opening and closing of the Authority office, as assigned.
- Perform related duties as assigned.

**REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge of: Principles and methods of research, surveying, analysis, and report writing techniques. Principles of public administration, basic budgeting, statistics, grant writing, and grant management. Knowledge of management principles. Organization structures of various levels of local, State, and Federal government. Federal and State housing program elements. Mathematics at an advanced level. Principles and techniques of interviewing. College-level mathematics. General office procedures, proper telephone etiquette, and the operation of various office machines. Personal computers, word processing, spreadsheet, virtual basic, and macros programs and their use.

Ability to: Recognize and define problem areas, collect, interpret, and evaluate data. Analyze complex administrative problems and arrive at solutions. Project consequences of recommendations. Coordinate visual observation and oral and/or written communications into concise, descriptive and standardized written or oral formats. Prioritize multiple assignments. Work tactfully and effectively with others to achieve work objective and resolve conflicting views. Interpret laws, legislation, ordinances, administer policies and procedures. Input, access, and analyze data using a computer. Ability to supervise, mentor and train analyst, technical and clerical staff. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion, and maintain confidentiality in dealing with the general public and co-workers. Establish and maintain effective relationships with those contacted in the course of work; supervise and train staff. Communicate effectively in oral and written expression.

Licenses and Certificates: Possession of, or ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment – Sit for lengthy periods of time in an indoor environment. Have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency rate, in the performance of duties. When so required, must show proof of valid driver’s license and/or automobile insurance coverage at or exceeding the minimums specified by agency policy. Must complete I-9 form and provide proof of authorization to work in the United States. Fluency in conversational Spanish is desirable.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Five years of professional experience working with local, Federal, and State agencies, or other related industry, involving program and organizational analysis.

Education - A Bachelor’s Degree from an accredited college or university with major course work in public administration, management, business administration, sociology, planning or a related field, with strong mathematical background and computer orientation. Master’s degree preferred.

*The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*