CLASS SPECIFICATION

MANAGEMENT ANALYST

DEFINITION

Under general supervision, identifies, researches, defines and administers solutions for emerging issues to support effective decision making and shape future county goals. This position provides strategic development, management and implementation of organization wide programs, services and initiatives on behalf of the Office of the County Manager that align the delivery of services for Washoe County residents with community needs, County strategic goals, and available resources; performs other related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field, AND two years full-time professional experience as a management or policy analyst, or a project or program manager with responsibilities for program or project planning, implementation or evaluation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at time of appointment.

SUPERVISION EXERCISED

May exercise direct or functional supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Coordinate and organize services and activities within assigned areas or projects; research current practices and other criteria to create new systems, or to revise established systems and procedures; provide recommendations for organizational or procedural changes affecting business units, work methods, techniques, systems and equipment.

Research and analyze the activities and trends of assigned areas and compare analyses against service standards and best practices; present findings and work with management and other personnel to identify and implement strategies that will address tactical and strategic goals.

Coordinate and facilitate workshops/meetings with staff on strategic planning; process improvement and performance measurement; prepare report of findings, make appropriate recommendations and monitor success of projects.

Lead or participate in a variety of projects and assignments; coordinate activities of involved staff, collect and analyze information to identify alternative solutions or provide recommendations for change; collaborate with involved team members to achieve project goals; assess and address operational impacts, workflow and training issues of a project.

Create and maintain project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project.
product/service lifecycle, providing timely reporting of issues that impact project progress, coordinating actions and resolving conflicts.

Prepare and present written and oral reports containing detailed findings and recommendations to address various administrative problems and improve services, functions and programs.

Create, implement and maintain written operating policies and procedures.

Coordinate and oversee assigned services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

Initiate and maintain a variety of resource materials, files and records (computerized and manual) for areas of assignment; maintain control files on matters in progress; maintain and update resource materials to aid in efficient departmental operations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
County operations, policies and procedures; specific operations of assigned area(s).

Policies and procedures of the Nevada Legislature regarding lobbying, testifying before designated committees, and attendance at legislative sessions and hearings.

Organization and management practices as applied to the analysis and evaluation of assigned programs, policies and operational needs.

Methods and practices for developing and presenting public information programs.

Federal, state and local legislative processes.

**Ability to:**
Select, supervise and evaluate the performance of assigned staff when appropriate.

Manage very large projects independently.

Effectively represent the programs, operations and functions in the area of assignment to the public, other County staff and other government agencies.

Plan, coordinate and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Project planning and development methods and techniques.

Methods and techniques of statistical and administrative data collection and report preparation.
Principles of public and/or business administration including principles and practices of strategic planning, process improvement and performance measurement.

Research techniques, data collection, analysis and report preparation.

Research and forecasting methods and procedures.

Principles of economics, financial analysis and cost benefit analysis.

Quantitative and statistical analysis.

**Ability to:**
Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and provide appropriate recommendations.

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Prepare technical presentations for diverse audiences.

Interpret and apply department/program information in making work decisions or in providing information to others.

Research, compile, tabulate, analyze and interpret data and information.

Write administrative summaries, reports and other documents.

Communicate in a clear, concise manner, both orally and in writing.

Plan and organize work to meet schedules and timelines.

Establish and maintain effective and collaborative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS (Essential duties require the following physical skills and work environment.)**

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*