



MANAGER OF MANAGEMENT ANALYSIS

FC: AF206
PB: 09

PC: 930
BU: 95
August 2003

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and operations of the Management Analysis Division within the Operating Budgets and Analysis Department including analysis of the costs for utilities, management services, budget analysis and program budgets; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Department Manager, Operating Budgets and Analysis; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class directs analysis of both financial and regulatory matters, and is required to have a strong knowledge of this area. The incumbent is also required to perform and supervise general budgetary and financial analysis. This class is distinguished from the Department Manager, Operating Budgets and Analysis in that the latter is responsible for the overall management of the operating and capital program control and management analysis.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Management Analysis Division including analysis of costs for utilities, electric power, regulatory matters, various budget programs, and other analysis as needed.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Oversees District electric power budget; seeks alternative sources of power; researches and recommends energy conservation programs; seeks passage of legislation required to gain access to alternative sources of power.
6. Ensures supply of power for District operations; negotiates agreements/contracts with electric power suppliers.
7. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Oversees and administers the District's annual Goals and Objectives process and coordination of various department efforts.
11. Administers the District's Management Procedures, including review, approval and administration as needed; suggests revisions and updates to procedures.
12. Serves as the liaison for the Management Analysis Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Department Manager, Operating Budgets and Analysis.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to budget programs, policies and procedures as appropriate.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a budget analysis program.

Principles and practices of financial analysis and planning.

Principles and practices of general, fund, and government accounting.

Principles and practices of program development and administration.

Methods and techniques of statistical and economic analysis.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

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Principles and practices of utility companies and associated organizations.

Business computer applications.

Federal, State, and local funding sources.

Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive budget analysis program.

Selecting, supervising, training and evaluating staff.

Developing standards for budgets in assigned operational areas.

Performing complex mathematical calculations.

Reviewing and analyzing financial and budgetary reports.

Recommending improvements to budgetary reporting system and format.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, finance, economics, business administration, public administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional budget development or financial analysis experience which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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