

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGEMENT ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. Duties include analyzing management operations, procedures and production, recommending improvements in problems discovered, and coordinating programs and the implementation of improvements in them; and develops, administers and reports on assigned budgets. Classification typically reports to a Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees completion of timekeeping records and reviews for union contract and policy compliance; and works with other District departments to identify and resolve timekeeping problems; and prepares weekly overtime reports.

Conducts business/management studies; researches and collects data; studies productivity indicators, staffing patterns, resource allocations, and workflows; develops flow charts of job processes; analyzes management practices and operational systems; assesses effectiveness, efficiency, and productivity; identifies opportunities for improvement; and recommends changes and/or develops management tools, control systems, and work practices to improve business operations, productivity, effectiveness and/or efficiency.

Develops policies and procedures to assist with monitoring budget expenditures.

Coordinates and prepares annual and capital budgets; compiles budget information; analyzes future funding needs, long range plans and forecast costs; and identifies future funding needs. Analyzes needs for future funding. Performs quarterly budget reviews in conjunction with finance and managerial staff.

Monitors assigned operating and project budgets; identifies and resolves budget problems; prepares and processes budget transfers; reviews all payments; authorizes expenditures within fund allocations; releases requisitions for projects within authorized limits; assures conformance with District guidelines, policies and procedures; and assists with closing assigned budgets at the end of the fiscal year.

Compiles information; and prepares a variety of budget records and reports including monthly budget summaries, and quarterly budget reports.

Prepares requisitions, goods receipts and purchase orders; enters good receipts in automated systems; and prepares monthly purchase order reports.

Provides and obtains information from vendors, contractors, and sales representatives; responds to vendor inquiries regarding payments; processes and prepares paving contract payment estimates for work done in accordance with District paving contracts.

Performs special assignments, as directed; researches management problems or new areas of management involvement; drafts and presents recommendations; and prepares and presents special reports.

Maintains petty cash fund; orders office supplies; and maintains office equipment.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, or a related field; supplemented by two (2) years previous experience and/or training involving analysis of business systems and the use of common database and spreadsheet software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.