

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SENIOR MANAGEMENT ANALYST - 1106**

**DEFINITION:**

Under direction, to perform the most difficult and responsible budgetary, fiscal, organizational, crime analysis, and administrative studies and assignments; to lead and/or supervise the work of other professional, subprofessional, and/or clerical staff; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Performs a variety of complex budgetary/fiscal and administrative/organizational analyses, long-range financial planning, feasibility studies, and specialized management research;
- Directs, coordinates, and/or performs management research projects including, but not limited to the following: review budget requests, cost-benefit and revenue studies, and other budgetary/fiscal factors pertaining to assignments;
- Make financial projections and forecast revenues;
- Estimates expenditures, performs complex revenue analyses, and makes forecasts;
- Evaluates City programs and identifies/recommends cost-saving work methods;
- Determines appropriate work volumes and staffing levels to increase effectiveness and economy of work systems, procedures, and processes;
- Develops and authors detailed research reports and presents findings to management, City Council, committees, and other interested individuals/groups describing data analyses, findings, recommendations, and implementation strategies;
- May perform special assignments or projects relating to legislative policy, community relations programs, or other matters of comparable scope and difficulty;
- May lead professionals, subprofessionals, and clerical employees;
- May conduct difficult and complex crime pattern analyses and evaluate crime suppression techniques.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** three years of full-time professional experience performing budgetary, administrative, personnel, or organizational analysis work. Qualifying experience must include performing the full range of professional-level duties in budgetary/fiscal analysis or administrative/organizational analysis. Additional qualifying professional budgetary/fiscal and/or administrative/organizational analysis experience may be substituted for education lacked on a year-for-year basis.