

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ASSISTANT MANAGEMENT ANALYST**

NOTE: Formerly ASSISTANT ADMINISTRATIVE ANALYST

**DEFINITION:**

Under general supervision, to perform budgetary, fiscal, organization, crime analysis and administrative studies and assignments of limited scope and average difficulty; to prepare, administer, and analyze operating and capital improvement budgets; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Assistant Management Analyst is the sub-journey class within the City's Management Analyst series. Most positions are classified as the Associate Management Analyst level, which is the fully experienced or journey-level class. In a training capacity, positions classified at this level may be underfilled with an Administrative Aide II or Management Trainee in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Associate Management Analyst, in that Assistant Management Analysts typically exercise less independent direction and judgment on matters related to work procedures and methods.

\* **EXAMPLES OF DUTIES:**

- Conducts a variety of budgetary, fiscal, organizational, and administrative studies of limited scope and average difficulty;
- Assists in and prepares, administers, reviews and analyzes the operating and capital improvement budgets for a department, major division, or grant program;
- Reviews and analyzes department budgets for adherence to City fiscal policy and numerical accuracy;
- Performs cost effectiveness and productivity studies;
- Determines and recommends work unit time standards, output measures, staffing requirements, and material and equipment usage levels;
- Compiles and interprets statistical data; analyzes department expenditures and makes fiscal projections;
- Analyzes revenue sources;
- Studies departmental administrative problems such as telephone utilization, space allocation and work procedures;
- Determines and recommends budget review schedules;
- Prepares narrative justifications for budget programs and elements;
- Plans, designs and implements budgetary and cost control forms;
- Maintains liaison between central budget office and operating departments;
- Assists in developing contracts with individual agencies for provision of services;
- Assists in preparing grant applications and audits internal operations of grant programs to ensure compliance with grant fund requirements;
- Conducts crime pattern analysis and evaluates crime suppression techniques;
- Prepares written reports of studies conducted;
- Performs more difficult administrative and budgetary analysis as assigned.

**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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree; **OR** successful completion of 60 semester/90 quarter units, **AND** two years of subprofessional administrative, budgetary, or personnel work; **AND** one year of professional level budgetary, administrative, productivity, organizational crime analysis experience. Additional experience as listed above may be substituted for education lacked on a year-for-year basis. A Master's degree in Public or Business Administration, Finance, Economics, Industrial Engineering, Industrial Psychology, or Management may be substituted for a maximum of one year of the required experience. A Master's degree in a related field may be substituted for six months of the required experience.

\* **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.