

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ASSOCIATE MANAGEMENT ANALYST

(Formerly Associate Administrative Analyst)

#### DEFINITION:

Under direction, at the journey-level, to perform difficult and complex budgetary, fiscal, organizational, crime analysis, and administrative studies and assignments; to prepare, administer, and analyze operating and capital improvement budgets; to lead and/or supervise the work of a subprofessional and/or clerical staff; and to perform related work.

#### DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class within the City's Management Analyst series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. Positions classified at this level may be underfilled with an Administrative Aide II, Management Trainee or Assistant Management Analyst in accordance with the City's Career Advancement Program.

#### \* EXAMPLES OF DUTIES:

- Conducts a variety of difficult and complex budgetary, fiscal, organizational, crime and administrative studies having department and City-wide impact;
- Prepares, administers, and analyzes the operating and capital improvement budgets for a department, major division, or grant program;
- Confers with department heads and City officials in developing long-range fiscal and administrative plans and programs;
- Recommends budget adjustments and transfer of funds;
- Develops difficult City-wide budget formulas for computing budget items;
- Reviews and analyzes department budgets for adherence to City fiscal policy and numerical accuracy;
- Performs cost effectiveness and productivity studies;
- Analyzes department expenditures and revenue sources and makes long-term fiscal projections, evaluates and determines work unit time standards, output measures, staffing requirements, and material and equipment usage levels;
- Maintains liaison between central budget office and operating departments;
- Develops contracts with individual agencies for provision of services; prepares grant applications and audits internal operations of grant programs to ensure compliance with grant fund requirement;
- Conducts crime pattern analyses and evaluates crime suppression techniques;
- Prepares in-depth reports of studies conducted;
- Performs special administrative assignments and projects 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.

Education equivalent to college graduation with a Bachelor's degree (i.e., minimum of 120 semester/180 quarter completed units); **OR** successful completion of 60 semester/90 quarter units, **AND** two years of subprofessional administrative, budgetary, or personnel work; **AND** two years of professional level budgetary, administrative, productivity, organizational or crime analysis experience. Additional experience as listed above may be substituted for the education lacked on a year-for-year basis. A Master's degree in Public or Business Administration, Finance, Economics, Industrial Engineer, 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 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.