

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR MANAGEMENT ANALYST

DEFINITION:

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

* EXAMPLES OF DUTIES:

- Conducts a variety of the most difficult and complex budgetary, fiscal, organizational, crime lab, and administrative studies and assignments;
- 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;
- Makes complex City-wide revenue analyses and forecasts;
- Performs the most difficult and complex cost effectiveness and productivity studies;
- Evaluates and determines work unit time standards, output measures, staffing requirements, and material and equipment usage levels for the most difficult and complex functions;
- Conducts difficult and complex crime pattern analyses and evaluates crime suppression techniques;
- Prepares in-depth reports of studies conducted;
- Performs difficult special administrative assignments 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.

Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** three years of professional experience performing budgetary, administrative, personnel, or organizational analysis work, of which one year must have been performed in a government agency. Additional qualifying professional experience may be substituted for the education lacked on a year-for-year basis. Qualifying experience must include preparing, administering, and developing budgets; conducting administrative or personnel studies to formulate recommendations, developing solutions, and determining appropriate courses of action; or identifying and evaluating organizational problems and recommendations for program effectiveness and efficiency. A Master's degree in Public, Personnel or Business Administration, Finance, Economics, Industrial Engineering or Psychology, Management or a closely related field may be substituted for a maximum of one year of the required experience (other than the required government agency 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.