

## MANAGEMENT ANALYST I

### JOB DESCRIPTION

**Classification Responsibilities:** The Management Analyst I class is part of the City's multi-year Management Analyst Program intended to attract promising professionals with a demonstrated interest in local government management. This classification provides exposure to municipal finances and valuable professional development. The Management Analyst I classification performs progressively responsible work in the preparation and administration of the City's annual operating budget, five-year Capital Improvement Program budget, and multi-year revenue/expenditure projections, as well as performance management related analysis and support of departmental operations.

**Distinguishing Features:** This class will receive direction and assignments from the Office of Management and Budget Director or senior staff. Work will initially be performed under close supervision as training and development is being provided; however, as the employee's competence increases, work will be performed more independently and reviewed upon completion. Progression from a Management Analyst I to a Management Analyst II can be accomplished through a non-competitive criteria-based promotional process. The incumbent must meet established work standards, demonstrate the level of competency necessary to independently perform assigned tasks, and meet the minimum qualifications of the Management Analyst II classification. The Management Analyst I may supervise and assist in training interns. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Master's Degree in Business or Public Administration, Public Policy, or Public Affairs prior to start of employment as a Management Analyst I.

**Special Requirements.** Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment or assignment with the City of Mesa to allow full, unescorted access to Police facilities (*by assignment*).

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Conducts training sessions for unit managers and employees regarding budget preparation. Develops written department procedures outlining the steps entailed in producing various

financial reports. Prepares written documents using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Enters data or information into a personal computer to produce reports and worksheets, and to calculate and reconcile information. Scans the content of a monitor or paper to detect minor changes in detailed information. Prepares budget-related reports to distribute to departments and for publication.

**Mental:** Calculates the salary and detailed benefit costs for all personnel changes anticipated by department managers for the budget year. Selects, computes, and summarizes information from the financial system. Creates, reviews, uses spreadsheets for financial analysis. Works with multiple deadlines.

**Knowledge and Abilities:**

Knowledge of:

the City of Mesa budgeting process and procedures;  
the general principles and practices of accounting and/or budgeting;  
procedures, methods, and forms associated with automated financial systems; and  
information available in various sections of the City's financial system.

Ability to:

apply accounting/budgeting principles and theory in performing work assignments;  
analyze and evaluate budget-related fiscal data to identify trends and/or problem areas;  
understand and interpret accounting/budget records/reports;  
conduct budget-related studies and prepare reports detailing the results;  
develop/revise operating procedures to facilitate completion of work assignments;  
prepare summaries of revenues, expenditures, and personnel schedules for the budget document;  
interact with City officials, coworkers, operating agency staff, and the general public to establish and maintain effective working relationships;  
analyze program and accounting/budgeting details to identify and interpret significant data in preparing budget projections, estimates, and reports; and  
analyze data through the use of computer software packages.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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