

MANAGEMENT ANALYST II

JOB DESCRIPTION

Classification Responsibilities: The Management Analyst II 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 II classification performs progressively responsible work in the Office of Management and Budget (OMB), as well as rotation assignments in various City departments.

Distinguishing Features: This class will receive direction and assignments from the OMB Director, in coordination with a designated project administrator(s) within the department(s) from which a project originates. This class is distinguished from the Management Analyst I position by its increased autonomy and level of responsibility. This class is expected to administer projects involving advanced financial, quantitative and managerial complexity in OMB and/or in other City department assignments. The Management Analyst II works independently and completes projects with minimal supervision. The Management Analyst II simultaneously manages various subject matter projects for multiple City departments which involves exercising professional and timely communication with departmental and external stakeholders. Employees may progress to this classification by a noncompetitive criteria-based promotion after successfully meeting the specific criteria-based promotion requirements and meeting the minimum qualifications of the Management Analyst II classification. 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 Public Administration. Two years of experience as a City of Mesa Management Analyst I.

Special Requirements. None.

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 including advanced analyses using clearly organized thoughts, proper sentence structure, punctuation, and grammar. Communicates deadlines and complex concepts with elected officials, executive staff, senior departmental staff, and intergovernmental organizations. Prepares and delivers formal presentations including project results and analyses at City Council meetings, department leadership meetings, and external meetings when required while working

on multiple projects simultaneously, demonstrates communication skills so that stakeholders will be aware of their current project status and their prioritization.

Manual/Physical: Enters data or information into a personal computer to produce reports and worksheets, and to calculate and reconcile information. Uses the City's Enterprise Resource Planning (ERP) systems. Reviews 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. Produces procedure manuals so that staff can replicate work. May require physical travel between City facilities and other locations for face-to-face interaction.

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 with correct mathematics for financial analysis. Works with multiple deadlines. Utilizes project management skills and tools to prioritize and complete projects. Learns and understands the necessary items related to the City's departments with various operations and procedures. Reads, understands and applies their department plans and documents. Applies critical thinking and identifies ways to streamline processes. Accesses, analyzes, and draws appropriate conclusions from department data.

Knowledge and Abilities:

Knowledge of:

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;
City management structure, policies, and priorities;
general project management practices;
meeting/group facilitation involving multiple stakeholders;
presentation development and delivery;
qualitative and quantitative research, data analysis, and policy analysis;
development and delivery of research-based management recommendations; and
City Council priorities and political climate.

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 details to identify and interpret significant data in preparing budget projections, estimates, reports, management decisions and staff reports;
analyze data through the use of computer software packages;

prepare and deliver presentations to various audiences;
deliver presentations to groups involving multiple stakeholders; and
prioritize projects and communication between stakeholders.

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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INCREMENTS 63-200

PAY GRADE: 49

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