

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

| | |
|---|----------------------|
| Position Title: Principal Management Analyst | Job Family: 2 |
| General Classification: Management | Job Grade: 34 |

Definition: To work independently to perform the most complex professional and analytical duties in developing and administering significant, high-priority, Citywide programs, policies, and systems. Act as the City's lead Management Analyst, coaching and supporting department analysts to maintain high-quality analysis and ensure complex, interdepartmental projects and initiatives progress successfully and efficiently. Prepare effective written reports and present recommendations to senior management, boards, commissions, community groups, and the City Council.

Distinguishing Characteristics: This is the highest-level class within the Management Analyst series. Positions at this level are distinguished from other classes within the series by the level of Citywide responsibility assumed and the complexity of duties assigned in the areas of designing and conducting comprehensive analysis, identifying appropriate options, developing effective recommendations, working proactively to identify and respond to needs and opportunities, and establishing and administering new programs, policies, and systems under general supervision. Employees at this level are required to be fully trained in all procedures. Employees perform highly complex, difficult, and responsible duties which require a great deal of independence of action and a full understanding of Citywide programs.

Receives general supervision from department head or senior management staff.

May exercise direct and indirect supervision over assigned professional, technical, and clerical personnel. May coach department analysts and may lead cross-departmental teams.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develop qualitative and quantitative measures to conduct and evaluate special management studies, surveys, and/or research assignments on administrative, fiscal, personnel, and operational issues.
2. Compile, analyze, interpret, and track complex data and determine pertinent issues and trends.
3. Prepare and present reports and make recommendations often with Citywide impact in support of accomplishing Council and department goals.

Position Title: Principal Management Analyst

Page 2 of 4

4. Provide analytical support to Council advisory bodies.
5. Manage programs and work plans; create, recommend, implement, and manage new or revised programs, systems, policies, procedures, and methods of operation to address internal priorities and other significant needs; update and revise policies, procedures, and manuals accordingly.
6. Analyze opportunities and develop plans to streamline and continuously improve City systems, procedures, and forms used in City operations; analyze and design new formats and drive implementation across all City departments.
7. Lead City-level special projects that are high level and complex in nature which may include: establishing and monitoring timelines; preparing requests for proposals; selecting consultants; ensuring compliance; monitoring project budgets; tracking project results; and performing other related duties.
8. Lead the development, coordination, and monitoring of the department budget; analyze costs; prepare a variety of fiscal, administrative, and management reports.
9. Administer contracts and grants, including those relating to capital improvement projects; monitor programs for compliance with applicable rules, regulations, laws, and policies.
10. Support and participate in all aspects of contract negotiations with represented groups.
11. Represent the City in interdepartmental, community, and professional meetings, trainings, and/or events as required; make presentations as necessary.
12. Respond to complaints and requests for information; develop processes and recommend solutions to resolve future complaints and requests.
13. Coordinate intradepartmental and departmental activities with other City divisions and outside agencies and businesses.
14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration, organization, and municipal government as applied to the analysis and evaluation of programs, policies, budget, and operational needs; statistical concepts, methods, and techniques of complex data analysis and numerical/financial analysis; methods of continuous improvement; sophisticated research techniques; methods of report preparation and presentation; methods of successful project and program management; pertinent State, Federal, and local laws and regulations; contract and grant administration; modern office procedures, methods, and computer equipment and software; principles of effective supervision and team leadership; general human resources concepts to include labor negotiations, employee engagement, and succession planning; City policies and procedures.

Ability to: Manage and participate in the analysis of complex and/or sensitive organizational, administrative, and financial problems and make well-reasoned recommendations and implement an effective course of action; work proactively, effectively, and efficiently in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously; develop and maintain organized systems and procedures for conducting departmental programs; establish and maintain positive and collaborative working relationships with City employees, external City clients, and the general public; plan for and facilitate organizational change; communicate logically, clearly, and concisely, both orally and in writing; prepare well-organized reports, memos, and correspondence; make clear, effective oral presentations; administer City programs and coordinate work with other divisions, departments, and outside agencies.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of full-time increasingly responsible professional and analytical experience equivalent to the City of Mountain View position of Senior Management Analyst. Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics, or a closely related field. A master's degree in public administration, business, law, or a related field is highly desirable.

Position Title: Principal Management Analyst

Page 4 of 4

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: April 2016

HRD/CLASS SPECS

Principal Management Analyst