

SENIOR MANAGEMENT ANALYST

CLASS SUMMARY:

The second level in the management analyst series. Incumbents perform full, journey-level professional activities in the research and analyses of a variety of administrative and business management policies and practices. Incumbents have broad-based accountability; are responsible for researching, evaluating and reviewing complex policies, practices, contracts, and services; and making strategic recommendations requiring a solid knowledge of local government operations and administration. Incumbents may have lead or formal supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	May serve as a lead or supervise staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2.	Performs project and policy analysis, which includes conducting research; determining and raising pertinent issues; summarizing findings; presenting results; administering programs; and performing other related duties.
3.	Manages special studies and projects, which includes setting up contracts; establishing and monitoring timelines; preparing requests for proposals; selecting consultants; ensuring compliance with applicable regulations, specifications, and/or requirements; monitoring project budgets; tracking projects; preparing related reports; and performing other related duties.
4.	Serves as a liaison with employees and external organizations; represents the department and/or County at a variety of meetings, public events, negotiation sessions, training sessions, on committees, and/or other related events.
5.	Manages, coordinates, and administers special projects, which includes publicizing projects; processing invoices; monitoring budget; and performing other related activities.
6.	Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.
7.	Prepares and administers grants and/or contracts.
8.	Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):

Bachelor's Degree and four years of professional experience in public or business administration, public affairs, or a field directly related to area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Postgraduate coursework or a Master's Degree is preferred.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License.

Knowledge of (position requirements at entry):

- Public administration concepts and theories;
- Advanced principles and practices in assigned area of responsibility;
- Research and statistical methods;
- Statistical analysis and theory;
- Program/project management methods;
- Report writing techniques;
- Public relations principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, codes, rules, and regulations;
- Budgeting principles.

Skills in (position requirements at entry):

- Prioritizing and assigning work;
- Using computers and applicable software applications;
- Developing and implementing programs;
- Administering budgets;
- Speaking in public;
- Interpreting and applying applicable laws, codes, rules, and regulations;
- Conducting research;
- Analyzing a variety of data and/or information and making recommendations based on findings;
- Writing reports;
- Presenting information;
- Interpreting and applying project requirements;
- Managing projects;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (LM) Date: (7/06)

Classification and grade (Job Code N4100) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.

Grade (Job Code N4101) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

FLSA Status: Exempt