

MANAGEMENT ANALYST

JOB SUMMARY

Under general direction, performs a variety of advanced and complex professional level administrative, technical and analytical duties in support of the Administrative Services Department.

The Management Analyst is an advanced level class that participates in management operations including but not limited to: human resources, risk management, labor relations, public relations, policy development and implementation; also provides support to the management team, legal counsel and board of directors. The incumbent works independently applying well developed knowledge, is fluent in District policy and procedures, exercises judgment and initiative, and may serve as the lead administrator in assigned areas.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Serves as a Human Resources Generalist participating heavily in all employee programs including but not limited to employee benefits, employee relations, labor relations, personnel administration, compensation, leaves of absence, workers' compensation, on boarding/off boarding, performance management, recruitment and retention, training and development; serves as the lead administrator in assigned specialties.
- Participates in the management of the District's safety/risk management programs; works with management and operations personnel on safety training, audits, regulatory compliance issues and documentation; serves as the lead administrator in assigned specialties.
- Conducts detailed research and analysis relating to long and short-term activities or operations having department or District-wide impact; participates in the formulation, recommendation and implementation of policies, goals, and procedures; provides periodic progress reports.
- Interprets policies, procedures and regulations to District staff and the public in assigned areas of responsibility.
- Assists in the development, analysis and administration of department contracts.
- Provides technical assistance to others on administrative and analytical matters.
- Performs program administrative functions in assigned areas; prepares technical reports, correspondence and other written materials; ensures all actions are within the requirements of existing contracts and District policy.
- Serves as the District's Administrative Secretary; oversees the processing of agenda materials, official actions, records, legal notices, statements of economic interests, and related documents; assists in the election process; provides professional administrative support to legal counsel.
- Attends board meetings, supervises board meeting logistics, makes necessary arrangements and provides support to the board meeting process as needed.
- Develops and maintains assigned modules of the District's website.
- Oversees, plans and coordinates the work of subordinate clerical staff.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Federal and state laws, rules and regulations governing employment and employee safety.
- Principles and practices of public personnel administration.
- Employee benefits program principles and practices.
- Labor relations in the public sector.
- Workers' compensation laws and procedures.
- Principles, practices and methods of administrative and organizational analysis.
- RMWD organization, functions, programs, policies, procedures and initiatives.
- Financial/statistical/comparative analysis techniques and formulae.
- Budget development and administration methodologies.
- Public Records Act, Brown Act and board meeting procedures.
- Word processing, spreadsheet, database and other business computer applications at an advanced level.
- English usage, spelling, grammar and punctuation at an advanced level.
- Records management and recordkeeping practices and procedures.
- Mathematical and statistical principles.
- Principles and practices of supervision.
- Proper work safety standards.

Ability to:

- Perform professional human resources work with minimum supervision.
- Organize work, set priorities and exercise sound independent judgment within areas of responsibility with attention to schedules and deadlines.
- Understand and follow written and oral instructions.
- Understand, interpret, explain and apply rules, regulations, policies and procedures.
- Administer and coordinate department programs independently.
- Collect, evaluate and interpret varied data, either in statistical or narrative form.
- Use PC programs to develop reports, databases and communications materials.
- Convey a positive and professional image to applicants, employees and the public.
- Use tact and diplomacy in discussing sensitive, complex personnel and district matters, maintaining confidentiality where required.
- Compose correspondence, reports, and other documents with brief instruction.
- Formulate and conduct presentations to employees, supervisors and the executive management team.
- Effectively perform multiple, concurrent tasks with constant interruptions.
- Communicate clearly and effectively orally and in writing; utilize effective listening skills.
- Organize, evaluate and streamline processes.
- Plan, organize, assign, supervise, review and evaluate the work of others.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of five years of increasingly responsible professional human resources administration experience is required, with at least three years of experience in administrative and management analysis. Experience in risk management/risk control programs is highly desirable.

Education: Bachelor's degree from an accredited college or university in human resources, business management, public administration or closely related field is required.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. Professional certification in human resources management is highly desirable.

Typical Physical Demands and Working Conditions:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 10 pounds; occasionally lift up to 25 pounds; reach

with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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