



**CITY OF SANTA CRUZ
PRINCIPAL MANAGEMENT ANALYST**

Reports to	Department Director or senior level manager
Supervises	May supervise administrative and/or clerical staff
Bargaining Unit	Management

BASIC FUNCTION

Under direction, provides executive level assistance to the Director of a large department and other divisions in the department; manages the budget and personnel functions; researches and develops administrative policies, advises division managers on administrative and operational issues, plans and coordinates major research or administrative projects and performs other related tasks as assigned.

DISTINGUISHING CHARACTERISTICS

Principal Administrative Analyst positions are distinguished from the administrative analyst level by the complexity and scope of the duties assigned as well as by the level of independence at which the positions function. Incumbents participate in long term planning with peers in the department and exercise judgment in making decisions which require interpretation and analysis, and assume significant responsibility for the development and implementation of department policies.

TYPICAL DUTIES *(May include, but are not limited to the duties listed below.)*

- Manages the administration division or duties of a large department.
- Coordinates preparation of division budgets with division managers and prepares final department budget for department head approval.
- Prepares monthly budget analysis, including financial reports and projections.
- Monitors monthly expense reports and assists with necessary adjustments.
- Manages the control of purchase orders by reviewing requisitions for proper accounting, fund balance and appropriation.
- Acts as department wide advisor for personnel and employee relations issues including recruitment, safety training, disciplinary action and grievance resolution.
- Coordinates department's safety program.
- Develops and writes procedures for departmental personnel rules, standards and procedures.
- Provides interpretation, guidance and advice to divisional supervisors and the director in personnel practices and implementation of programs.
- Monitors department's administrative procedures and regulations and makes recommendations for new procedures and changes in existing procedures.
- Performs research and analysis of administrative or operational issues by gathering data; conducting feasibility studies; preparing reports and making recommendations.
- Prepares revenue and expense projections and analyses of revenue sources (e.g., rate studies); establishes utility rates.
- Hears complaints and resolves utility bill disputes.

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- Develops reports and studies by maintaining, compiling, analyzing and projecting statistical data; coordinating material from various sources; and writing and/or editing narratives.
- Develops grant proposals.
- Develops methods to measure or report department performance.
- Assists divisions in establishing programs and objectives, analyzes alternatives.
- May review documents and reports prepared by other staff and advise/assist with edits, appropriate format and language.
- Develops, implements, maintains and reports on special administrative programs within the department (e.g., energy conservation, safety, disaster response).
- May draft requests for proposals; coordinates contractor selection processes; administers and supervises consultants, contracts and agreements; monitors and reports on progress of assigned projects.
- Liaison with other city departments, public agencies and the public assigned.
- Coordinates public relations efforts as assigned by preparing press releases, public information material and newsletters; meeting with citizens and community groups and responding to certain complaints received by the department.
- Serves as staff to Council-appointed commissions and committees as assigned; provides administrative and logistical support; prepares minutes and agendas; drafts related reports and correspondence; coordinates with other city staff and the public.
- Responds to correspondence, requests for information and questionnaires.
- Assigns, trains, supervises and evaluates the work of other administrative positions in the departments as needed.
- May be assigned to act in behalf of the department head in his/her absence.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of public administration.
- Standard office methods and procedures.
- Principles of city budgeting and administrative procedures.

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Skills:

- Prepare clear and concise reports and correspondence.
- Make oral presentations at public meetings or forums or at department meetings.
- Do statistical analysis and prepare and control budgets.
- Research, locate and compile appropriate data, information and material.
- Accurately analyze, interpret and evaluate administrative and/or technical issues and make appropriate recommendations for actions.

Abilities:

- Establish and maintain effective working relationships with the public, department and city-wide staff and city advisory bodies.
- Work independently and meet established deadlines.
- Train, supervise and evaluate staff.
- Mediate disputes.
- Effectively use technology; quickly learn and adapt to new software and hardware tools.

LICENSES/CERTIFICATES

- Possession of a valid California driver's license at date of hire and a safe driving record; or ability to provide suitable transportation which is approved by the appointing authority.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree from an accredited college or university in business, public administration or a related field; and
- Five years of responsible administrative experience with some lead responsibility.

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Career Ladder

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Management Analyst