

# MANAGEMENT ANALYST



## **Description:**

Under general direction, plans, organizes and performs complex and varied administrative work. This position's responsibilities include, overseeing highly confidential administrative projects, analyzing confidential facets of the Department's operations such as organizational structure, grants, and budgets as well as providing recommendations and implementing policy and procedural changes. Depending on assignment, positions may be responsible for supervising the administration of the business concerns for the operation.

## **Distinguishing Characteristics:**

This position class is characterized by its responsibility to perform complex and varied administrative work. The incumbent advises the Management and staff of the Department regarding administrative projects and confidential information. Positions in this classification are currently located at the Confire JPA and Fire Administration. Depending on assignment, positions may report to the Division Manager/Director or the Fire Chief.

## **Depending on assignment, duties may include, but are not limited to:**

1. Assist Management with developing business operations strategies to achieve overall business goals.
2. Performs difficult analytical studies of organizational structures, systems, procedures, policies and practices; proposes new administrative policies and organizational procedures; as approved, coordinates the implementation of adopted recommendations.
3. Evaluates the fiscal and administrative policies of the group or assigned organizations; develops major administrative policies; implements and coordinates new policies or revisions to existing policies and procedures.
4. Analyzes proposed and existing legislation and interprets implications on operations and cost to organization affected; assists in the development of legislative recommendations and other appropriate actions, formulates and recommends the group's reaction to such legislation; interprets existing legislation and ensures cost/effective compliance throughout the group.
5. Prepares and reviews federal, state, and/or non-profit grant application proposals; assists groups or departments in developing grant proposals; interfaces with governmental groups regarding requirements for obtaining funds; monitors implemented grants to verify compliance with operating and administrative objectives; prepares and reviews grant reports.
6. Negotiates, develops, and monitors contracts designed to provide specific services to the organization, assuring delivery of services and compliance with all contract terms.
7. Conducts various studies for the organization served dealing with such factors as employee relations; staffing and workload requirements, workflow processes; data processing systems and programs; resource utilization and fiscal control procedures.

8. Assists Fire Department in any administrative area where advice or assistance is required, resolving problems as needed; prepares and assists in coordination of Fire Department's response to Requests for Qualifications/Proposal for fire protection and related services; oversees Fire Department's Mutual Aid agreements and incident reimbursement tracking system.
9. Confers with various groups and individuals to coordinate programs and procedures in assigned area of responsibility; may attend and participate in meetings with elected or appointed officials to answer questions on specific budget or administrative items.
10. Prepares written reports and correspondence on a variety of administrative, fiscal and budget items, including Board of Supervisor agenda reports.
11. Attend and participate in management staff meetings; assist in drafting/establishing, revising and implementing policies and procedures for business operations.
12. Prepares Division budget; analyze budgets and programs; review and approve/deny expenditure requests. Reviews the department's monthly expenditures. Prepares monthly reports for management. (Confire JPA position only)
13. Assist in Division project management for business operations; develop, approve, and monitor project plans.
14. Supervise administration staff and operational support activities in the organization; serve as reference for substantial problems; prepare reports, records and correspondence.
15. Participates in the selection, training, and evaluation of Division staff.
16. Provides vacation or temporary relief as required.
17. Provides other duties as required.

**Typical Qualifications:**

A Bachelors Degree in Business, Public Administration or closely related field.

Three (3) years professional level administrative experience. Must possess strong organizational and computer skills. Prior grant, legislative, contract, and fire service organizational experience is highly desirable.

A valid California Drivers License.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 46404

**Salary Range:** E46

**Representation Unit:** Exempt Group

**Last Updated:** 9/28/09