



COMMUNITY SERVICES DISTRICT

Proudly serving Jurupa Valley and Eastvale

JURUPA COMMUNITY SERVICES DISTRICT
Established Date: Jun 29, 2021
Revision Date: Jul 1, 2023

Management Analyst

Class Code:
105

Bargaining Unit: Exempt Group

SALARY RANGE

\$40.16 - \$48.82 Hourly
\$6,961.33 - \$8,461.58 Monthly
\$83,536.00 - \$101,539.00 Annually

DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under limited direction, performs a variety of complex organizational studies and evaluations, project and program management, administrative, and research work; provides information for making decisions on the administrative and programmatic aspects of District operations and management; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey-level position with responsibilities to analyze and evaluate work related programs and operations for efficiency and productivity. The incumbent is expected to perform job assignments with substantial independence, applying judgment and using knowledge of project and program management practices and procedures.

EXAMPLES OF ESSENTIAL DUTIES:

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Researches a variety of operational activities designated to maximize resource utilization and operational effectiveness.
- Conducts complex research projects; gathers and analyzes statistical and other data; evaluates objectives, programs, organizational structure, operations and control systems; makes recommendations.

- Develops recommendations, cost implications, and implementation guidelines for new/revised programs, projects, procedures, policies, and systems.
- Conducts revenue and expenditure forecasting; develops life cycle cost analyses of projects or performs cost benefit or economic evaluations of current or projected programs.
- Analyzes and evaluates (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives.
- Reviews and provides recommendation to resolve operational and administrative problems; identifies problem areas and issues; conducts research to find alternative solutions.
- Reviews administrative audit and investigative reports to determine appropriate changes or corrective action required.
- Monitors legislation and other developments related to District programs and operations, evaluates impact to operations, and makes recommendations.
- May develop and evaluate management projects and policy issues.
- Evaluates and advises on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation.
- Researches and advises on the potential benefits/uses of automation to improve the efficiency of District programs or operations.
- Investigates new or improved business and management practices for application to District programs or operations.
- Identifies and develops data required for use in the management and direction of programs.
- May perform surveys to determine compliance with District regulations, procedures, sound management practices, and effective utilization of staff.
- Reviews reports and memoranda; analyzes, summarizes, and makes recommendations; prepares a variety of comprehensive reports and/or correspondence related to projects, studies, or program data.
- Prepares and delivers presentations and may provide training to staff.
- May supervise clerical and technical support staff.
- Performs related duties and responsibilities as required.
- Performs other tasks/functions deemed necessary to the daily operation of the District.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS GUIDELINES

Knowledge of

- Principles and practices of continuous quality improvement, project management and business process management.
- Pertinent Federal, State and local laws and regulations.
- District administrative regulations, policies and procedures.
- Requirements and procedures associated with public agency records management, including record keeping requirements.
- Basic principles and techniques of supervising subordinate clerical or technical staff in an administrative environment.
- Research, data collection and analysis techniques.
- Use of standard office equipment, including personal computers and computerized applications and programs including Microsoft office suite.
- Intermediate knowledge of spreadsheet creation, concepts of databases and charts.
- Techniques of maintaining effective public/staff relations.

Ability to

- Perform professional analytical on work continuous quality improvement, project management and business process management.
- Interpret, apply, explain, analyze, and make sound recommendations regarding area of responsibility.
- Understand, interpret, and apply District, state, and federal laws, rules, and regulations.
- Compile and present proposals and recommendations clearly and logically.
- Develop and provide training to staff within area of responsibility.
- Exercise sound, independent judgment within general policy guidelines.
- Think creatively to solve unique challenges or problems as they arise.
- Work under tight deadlines and use time efficiently to complete projects on time.
- Operate standard office equipment, including a computer and standard business computer software.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Work with Pivot Tables, filter data, use integrate functions, and manipulate databases.
- Respond to emergency and problem situations in an effective manner.
- Supervise the work of subordinate employees performing clerical and/or technical administrative activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

SUPPLEMENTAL INFORMATION:

Education

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, management, finance, or a closely related field. Master's degree in public or business administration is highly desirable.

Experience

Three years of responsible analytical or administrative experience, including planning, organizing and conducting high level administrative, organizational or related studies. Public sector experience is highly desirable.

Licenses/Certificates

- Possession of a valid Class C California driver's license.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.
- Certified Professional in Business Analysis (PMI-PBA) by the Project Management Institute or a JCSJ Department approved equivalent is highly desirable.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sufficient manual dexterity to use office equipment such as computers, copiers, telephones and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; frequently lift, carry, push or pull 25 pounds; travel as necessary

to conduct District business.

OTHER REQUIREMENTS:

FLSA: Exempt
Range: 105
Union: Mid-Management
Reviewed: July 01, 2023