



# Ross Valley Sanitary District Management Analyst I/II

## **DEFINITION**

Under direction, the Management Analyst I/II performs professional administrative, analytical, and operational support and analysis for a department or program; performs research, statistical, and other analytical work; and fulfills other administrative assignments in functional areas such as budget, contract administration, grant administration, communications, and/or regulatory compliance; and performs related work as required.

## **DISTINGUISHING CHARACTERISTICS**

**Management Analyst I** – This is the entry level in the Management Analyst series. Positions in this class perform a wide variety of complex tasks and professional analytical duties with independence and confidentiality. Incumbents in this classification are required to use initiative, independent judgment, and tact, particularly when dealing with the public, District staff, management, and members of the Board of Directors. The Management Analyst I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned.

**Management Analyst II** – This is the journey level class in the Management Analyst series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent has met minimum qualifications, demonstrated an ability to perform the full scope of work independently, and meets performance standards.

This class is distinguished from the Senior Administrative Coordinator by its responsibility to perform professional level analytical support for an assigned department or program.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Management Analyst I/II**

Receives immediate supervision from a higher-level supervisor or manager. There are no direct reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Research, evaluate, and prepare statistical, financial, and/or operational data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.
- Research and analyze pending legislation/regulations and identify impact to District and department programs and activities.
- Serve as liaison between outside organizations and the District; provide professional guidance with respect to District policies and procedures.
- Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations. Review documents for completeness and compliance with District policies and procedures.
- Seek vendors and negotiate and administer contracts; ensure compliance with District and department procedures, policies, and pertinent laws, regulations and ordinances.
- Assist with the selection and management of consultants and contractors; develop, monitor and administer contracts.
- Ensure compliance with District permitting process and procedure by reaching out and working with building departments within the District service area.
- Coordinate and participate in financial and administrative activities of an assigned department or program; participate in the administration of reimbursement activities and programs.
- Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.
- Receive, research, and respond to questions from outside agencies, other District departments and the general public; support the District's communications efforts.
- Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.
- Assist in managing and updating the District website
- Assist in the production of public outreach materials
- Prepare and present staff reports and presentations at Board and other governmental meetings; draft Board of Director documents; serve on various committees and task forces.
- Research grant opportunities and review grant guidelines and requirements to assess compliance with requirements and risks associated with receiving grants; prepare grant analyses and proposals; develop, maintain and monitor grant budgets and award milestones; and ensure all requirements are being met and submitted accordingly.
- Assist in the preparation, development, and administration of department or division

operating, multiyear and/or capital improvement budgets and supporting analyses and forecasts.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various statistical and narrative reports on operations and activities.
- Represent the District on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Management Analyst I/II**

#### **Knowledge**

- Principles and practices of organization and administration.
- Principles and practices of budget preparation, analysis and administration.
- Statistical and graphical presentation methods.
- Effective use of the English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Use of standard office equipment and software to prepare document, correspondence, reports, schedules, data management, and information and records management.
- Principles and practices of research and quantitative analysis.
- Principles and procedures of financial record keeping and reporting.
- Technical report writing procedures and grant proposal development.
- Programs, processes and structure of assigned department.
- Principles and practices of accounting and municipal budget development and administration.
- Pertinent local, State and Federal laws, ordinances and rules.
- Proficient in use of Microsoft Office Suite software, including intermediate Access and Excel, SQL, and computer software used in wastewater industry.

#### **Skills and Abilities**

- Research, analyze and resolve technical analytical issues.
- Work with and maintain the confidentiality of information.
- Independently perform professional analytical work in support of assigned department and programs.
- Identify, research, and respond to questions from other District departments, outside agencies and the public.
- Prepare, analyze and present technical, financial, and statistical reports and presentations, requests for proposal, contracts and agreements.
- Independently analyze situations and data and develop logical conclusions and sound

recommendations.

- Analyze and respond to program effectiveness.
- Coordinate, analyze, prepare and present special studies related to assigned operations.
- Collaborative problem identification and solution development.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- A Bachelor's degree from an accredited college or university, preferably in business administration, finance, accounting, public administration, or a related field.
- Two years of professional analytical experience.

### **Licensing, Certification, and Registration**

Possession of the following licensures, certifications, and/or registrations are required:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards; failure to maintain these standards may result in loss of employment.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require:

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 preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and

documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

FLSA Status: Non-exempt  
Employment Status: Unrepresented, Confidential  
Approved by: Ross Valley Sanitary District Board of Directors  
Approval Date: April 20, 2022