

SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT

ASSOCIATE MANAGEMENT ANALYST

DEFINITION

The position of Associate Management Analyst, under close supervision and initially in a training capacity, performs a variety of analytical staff assignments in the area of management, many of which may be of a confidential nature.

This is a single position class in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working professional level within the Management Analyst Series. Positions are typically filled at the entry level for training purposes and/or are used to do routine, more closely supervised assignments through those assigned to full management analysts.

ASSOCIATE MANAGEMENT ANALYST – RANGE A

Persons hired into the Analyst series with no analyst experience usually enter the series at this range. Incumbents receive close supervision, work in a training capacity, and are assigned projects which are narrow in scope, involve more easily definable issues, and have limited impact on the organizational unit. Work projects may be subject to detailed and frequent review.

ASSOCIATE MANAGEMENT ANALYST – RANGE B

This is the first working level. Incumbents at this range are no longer in a trainee capacity but are assigned and perform continuing projects of a routine and limited scope not requiring the full array of management analysis skills. Assignments to positions at this level typically involve well-structured issues, of limited scope and impact, and involve limited alternative solutions of a routine nature. Incumbents receive general supervision on small, routine projects, or may assist other management analysts on larger, more complex projects under close supervision.

Positions may be assigned to one activity such as operations analysis, organizational design, employee relations, or may be assigned to a generalist function serving as staff advisor to management with responsibility for solving any or all of a wide array of management problems assigned to them.

EXAMPLES OF DUTIES

Depending on the assignment and within the working level limitations outlined above, duties may include, but are not limited to, the following:

- Conducts or participates in a variety of analytical studies and surveys on organization, procedures, budgetary requirements, personnel management and other related management functions.

EXAMPLES OF DUTIES (continued)

- Makes recommendations, prepares and delivers written and oral reports on the findings of such studies and surveys.
- Interviews and consults with departmental officials and employees, representatives from other organizations and groups, and the general public.
- Reviews and analyzes existing or proposed policies, procedures, systems, and personnel activities and advises management on their impact.
- Makes recommendations on financial, administrative, personnel and other transactions.
- Develops and analyzes quantitative data for management control and evaluation purposes.
- Prepares and presents statistical data.
- Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Education and Experience: Training and/or experience which directly demonstrates the possession of the following knowledges, skills and abilities.

Knowledge Of:

- Basic principles and practices of public organization and administration.
- Basic concepts and purposes of administration, personnel, budgeting, workload and staffing analysis, position classification and pay, recruitment and examination, employee relations, employee benefits, accounting, finance and management information.

Ability To:

- Gather, interpret, evaluate and present a variety of management analysis data.
- Evaluate information and reach valid conclusions.
- Effectively communicate orally and in writing.
- Establish and maintain cooperative working relations with departmental officials, employees and the general public.
- Develop and evaluate alternatives.

Driver's License: Possession of a valid, appropriate State of California driver's license.