

City of Fort Worth, Texas Job Description

Classification Title	Management Analyst II		
Job Code:	PR1911	Job Family:	Professional
Pay Grade	611	Date Created:	06/17/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a wide variety of analytical support duties related to organizational analysis and/or budget preparation and monitoring. Analyzes systems, procedures and operations; designs and implements improved systems, procedures and methods; and performs a variety of analytical and administrative tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies opportunities for improving service delivery methods and procedures; identifies needed resources and implements improvements; coordinates and participates in city, department, division, or section organizational studies involving systems, procedures, functions, processes, technology, and techniques of operation or management.
3. Provides a wide variety of analytical and research support in assigned departments or division; analyzes and makes recommendations for the solution of budgetary, fiscal, or operational concerns and issues.
4. Conducts research projects designed to affect economy, efficiency, or controls in the operation or administration of various municipal activities.
5. Works with stakeholders and subject matter experts to identify current processes and capabilities; analyzes historical data to plot trends; prepares profile of area being studied; maps business processes and work flows; identifies future needs; conducts needs and gap analyses; and identifies opportunities for process improvements, innovation, and automation.
6. Communicates business needs to technical professionals and other stakeholders; performs process and system re-engineering studies and reports; facilitates re-engineering projects and change management; conducts meetings with staff to outline program goals and objectives; provides instruction on new processes or methods; and

facilitates implementation of new systems through employee involvement in the change process.

7. Designs and produces management control systems to enhance planning, scheduling and reporting activities; presents findings and recommendations to appropriate management staff; and produces project reports for the City Council and other committees.
8. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform of project progress; and makes adjustments as necessary.
9. Provides oversight for the division purchasing and procurement functions; prepares monthly financial re-estimates; identifies possible budget overruns; and coordinates appropriate solution with departments and City Manager's Office.
10. Participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; and prepares and present reports.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Methods and techniques used to conduct a variety of analytical studies.
- Complex principles and practices common to the functional area of assignment.
- Theory and practical application of the business re-engineering process.
- Methods and techniques of mapping work and process flows.
- Behavior modification techniques to introduce change process.
- Methods and techniques of incorporating quality improvement principles into assigned operational area.
- Management business practices, principles, functions and processes.
- Project management.
- Vendor selection, management, and the RFP process.
- Basic trends and current development of management theory.
- Organization objectives, procedures, policies and regulations.
- Principles, practices, methods and techniques of report preparation.
- Principles and procedures of record keeping.
- Methods of research, program analysis, and report preparation.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent federal, state and local laws, codes and regulations.

- **Skill in:**

- Long range and short term planning.

- Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Apply practices, theories, techniques and management methodology to assigned area.
 - Perform process re-engineering activities in assigned area.
 - Conduct and coordinate analytical and administrative studies and projects in the functional area of assignment.
 - Recognize organizational and operational deficiencies and recommend corrective actions.
 - Research, analyze, and evaluate programs, policies, and procedures.
 - Develop training materials and conduct workshops on improved systems and procedures.
 - Conduct and analyze benchmark research to develop improved management control systems.
 - Prepare clear and concise reports.
 - Independently prepare correspondence and memoranda.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Master's degree from an accredited college or university with major course work in Public Administration, Finance, Business Administration, or related field and two years of experience in the analysis of processes, procedures, operations, systems or methods, including experience in the functional area of assignment such as budget/financial management, research analysis or related experience.

OTHER REQUIREMENTS

None.

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.