



Management Analyst

Class Code:
4835

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Apr 1, 1994
Revision Date: Jan 21, 2015

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, performs qualitative and quantitative analysis and prepares related recommendations, reports, and presentations in support of Court policy, operations, programs and initiatives.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Defines problems; collects data, conducts analytical studies and administrative, operational and policy research; provides analysis, options and recommendations for executive level decision-making; assists in implementing selected options and recommendations; and assesses effectiveness of new programs, policies and procedures.
2. Identifies gaps in existing policies and procedures, identifies opportunities for improving the efficiency of business processes, and develops policies and procedures to meet those needs in assigned areas of responsibility; assists with the implementation of new programs, policies and procedures.
3. Develops and monitors program, unit, or Division budgets.
4. Conducts data collection and analysis and prepares ad hoc and periodic statistical and written reports required by the Court, the state and other governmental entities.
5. Serves as a liaison to justice system partners, representatives of state and local governmental and non-governmental organizations.

6. Maintains a knowledge-base of research on court operations best practices and tracks and analyzes proposed legislative bills, administrative rules, and regulations as related to assigned areas of specialization. Assists in training and educating staff and court partners on research and legislation as needed.

7. Represents the Division at meetings; attends policy and operational meetings and presents data to assist managers in making operational and administrative decisions; facilitates meetings; identifies, prioritizes, distributes and manages action items for a team.

8. Drafts and negotiates contracts to provide needed services and prepares grant applications; manages contracts; and assists in creating sustainability strategies for existing grant-funded programs.

9. Redesigns and improves forms and public notices; and coordinates publication and dissemination of such materials; responds to verbal and written public inquiries and surveys.

10. Supervises staff, independent contractors and consultants as required.

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university. Possession of a Master's degree from an accredited college or university is desirable but not required.

And

Experience:

The equivalent to two years of full-time work experience in court, government or other policy, budget or data analysis to include experience developing recommendations based on analyses conducted.

Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

Desirable Qualifications (Criminal and Traffic Placement):

Experience supervising staff, developing and managing projects and programs, leading or participating in collaborative projects, case management, and/or working in a drug treatment program.

Understanding of national drug and alcohol debates, including current best-practices in addiction treatment; principles of program evaluation; professional boundaries with clients and co-workers; and state confidentiality laws.

Desirable Qualifications (Finance and Facilities Placement):

Experience developing policy recommendations, preparing budget instructions and guidelines, conducting complex studies and analyses related to budget development and management, performing financial forecasts, and planning, organizing and coordinating the work of others.

Desirable Qualifications (Office of Information Technology Placement):

Experience developing business process recommendations for executive leadership, preparing comprehensive end-user instructions and guidelines, conducting studies and analyses related to system implementation and management, performing data analysis and forecasting, and planning, organizing and coordinating the work of others.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of court administration, organization, functions, services and management, including evidence-based practices, budget development and management, staff development and training; principles of program evaluation; principles and practices of business and public administration and organizational development; principles, practices and political implications of decisions on budgeting, fiscal management, personnel and contract management; methods of work planning, staffing analysis and project management; data collection and analytical techniques; Microsoft Office and other software systems; and methods and techniques of organizing work.

Ability to write in a detailed, clear, professional and timely style; administer projects and operations consistent with policies and goals; assist in selecting and training staff; promote and model positive office morale and esprit de corps; plan, organize, coordinate and evaluate programs and staff; work under the pressure of deadlines, conflicting demands and emergencies; establish and maintain working relationships with all levels of court staff, elective and appointive bodies, and members of the general public; understand, interpret and apply laws, rules and regulations; communicate in writing on matters related to division policies, funding and operations; prepare and evaluate a variety of narrative and statistical data and reports; revise and adapt procedures to changing needs; plan and implement training programs; analyze problems and identify solutions; write and gain approval for grant proposals; maintain confidential information when required by legal or ethical standards; facilitate meetings; analyze problems and complaints, and identify solutions; work effectively with staff, partners and clients from diverse backgrounds, including socioeconomic, cultural, ethnic, religious, and sexual orientation.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing,

listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails, and engage in work as needed outside of normal business hours. Work occasional evening and weekend hours. Travel may be required.

FLSA Status:

Exempt

CLASSIFICATION HISTORY:

Date established: 4/94

Revised: 12/96, 2/99, 12/11; 1/21/15 rt/r, 8/16/16.