

Classification Title: Management and Policy Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION: Develop and monitor budget and conduct analysis of expenditures. Manages program and project implementation including proposal development, timelines, coordination of project team, facilitation, documentation, keeping internal staff on tract and assisting with meeting deliverables. Analyze program data with various reports, evaluates progress through performance measures, research best practices of other comparable jurisdictions to establish performance benchmarks. Serves as a budget analyst, project manager, and statistical analyst on department performance (data, goals and objectives, strategic plan).

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Implements and manages the strategic plan as a means of establishing and monitoring performance measures. Implementation requires close collaboration with designated employees to prioritize goals, formulate measures, and establish initiatives unique to a division's business process. Responsible for the ongoing management and monitoring of the strategic plan, including the collection and analysis of performance measures, as well as the creation and presentation of reports to the Director and Management Team.
2	S	Analyze department and program data with various reports, research best practices of other comparable jurisdictions to establish performance benchmarks, use statistical methods (median, mode) show trending, survey and use focus groups, identify and monitor performance metrics.
3	S	Develops and monitors budget and conduct analysis of expenditures for the department. Evaluates progress through performance measures.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree Business or Public Administration or related field.
Experience	Two years of experience in fiscal, policy, and/or management analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Class C Driver’s license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office equipment

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None