



JOB DESCRIPTION

<i>Title</i>	Management/Policy Analyst	<i>Created</i>	Oct 2020
<i>Department</i>	County Manager	<i>Revised</i>	
<i>Job Class</i>	RU 17	<i>Safety Sensitive</i>	No
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-exempt

Purpose

To perform a variety of professional management tasks including analysis of administrative, statistical, programmatic, and operational activities in addition to reviewing existing policies and assisting in developing and promoting policy options that will advance and support county and departmental functions and programs.

Essential Functions

- Performs a variety of professional management assignments including analysis of administrative, statistical, programmatic, and operational activities; assists in the administration of program and grants; and provides public information and interdepartmental coordination.
- Participates in the planning, preparation, implementation, and administration of departmental budgets; develops operational plan projections and documents with direction; and prepares resource and staffing analysis, budget and grant status monitoring reports. Develops and presents recommendations.
- Explains program guidelines for/to department heads and supervisors; and reviews and evaluates requests to ensure compliance with established guidelines.
- Researches, interprets, and applies governmental and program regulations; performs analysis including grant monitoring, and regulatory compliance and reporting; and researches program issues.
- Reviews program and operations procedures; recommends and implements changes in operational management programs and procedure.
- Administers departmental programs of a limited scope.
- Assists in drafting proposed contracts, tracks contract expenditures, and submits contract invoices for payment; and researches and resolves contract problems and disputes. Receives and reviews county contracts for proper documentation to ensure compliance with all county legal requirements and standards, and transmits contracts for required county approvals and execution.
- Oversees administrative projects; facilitates agreement with project participants regarding assignments; and ensures completion of work within agreed upon timeline.
- Conducts research, surveys, studies, and investigations; and prepares recommendations for proposed changes including estimated fiscal and organization impact.



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- Interprets pertinent laws, governmental and departmental regulations to the public, in person and through correspondence.
- Provides technical assistance to department staff by conducting research and drafting documents and materials for review; and develops data collection tools, including surveys and questionnaires. Analyzes program and operational data and develops recommendations to improve productivity and effectiveness.
- Assembles data and prepares regular and special reports pertaining to the work of the department.
- Represents the department or organization at meetings with other county departments, external agencies/jurisdictions, and/or the public as assigned.
- Develops and utilizes spreadsheets, databases, and other computer applications required to carry out assigned studies, projects, and reports.
- Assists in reconciling year-end fund balance reports and forecasting multi-year revenues and expenditures at project and program level.
- Assist in the development and implementation of information systems in coordination with county Information Technology Services resources; researches data processing needs and identifies available resources.
- Researches and answers program and operational inquiries submitted by staff, management, citizens, other municipalities, and the board.

Minimum Qualifications

Bachelor's in public or business administration, statistics, accounting, or a related field that provides the required knowledge, skills, and abilities; **AND** two (2) years of progressively responsible professional experience in administrative, operations, or similar analyses; **OR**

Associate's degree in public or business administration, statistics, accounting, or a related field that provides the required knowledge, skills, and abilities; **AND** four (4) years of progressively responsible professional experience in administrative, operations, or similar analyses; **OR**

Six (6) years of progressively responsible work experience in administrative, operations, budgetary and similar analyses, of which at least two (2) years of this experience is in the public sector for a medium or large governmental unit.

Requires knowledge of the principles and practices of statistical analysis, public administration, data collection, organization and management, financial principles and practices in local government, supervision, organizational processes and design, office practices and procedures including the understanding of technology as applied to business processes, and word processing and spreadsheet software applications, process design tools, and web applications.



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Required skills and abilities include:

- Communicate effectively orally and in writing to convey information to others;
- Exercise judgement in responding to and resolving complex issues;
- Work accurately under pressure and time constraints; and
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Research and analyze operational and organizational problems; evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations;
- Conduct and evaluate surveys and special studies;
- Perform complex analysis and prepare related reports;
- Write clear and concise reports and letters;
- Prepare and deliver oral presentations;
- Present conclusions and recommendations clearly, logically, and persuasively;
- Maintain files, records, and documentation;
- Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and/or vendors.

Physical Demands

Physical demands of the position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Working Conditions

Typical office environment with occasional after-hours and out-of-town meetings.

Supervisory Responsibility

Supervision is not a typical function assigned to this position; however, may provide training and orientation to staff on various projects.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.