



Management Analyst- Police Department

Class Code:
P01

Bargaining Unit: Professional and Technical Unit

CITY OF FOUNTAIN VALLEY
Established Date: Feb 18, 2014
Revision Date: Feb 18, 2014

SALARY RANGE

\$32.13 - \$39.06 Hourly
\$5,570.00 - \$6,770.00 Monthly
\$66,840.00 - \$81,240.00 Annually

CLASS DESCRIPTION:

Perform professional complex, technical, analytical, and administrative duties in support of Police Administration including assist in budget administration, grant application preparation and administration, preparing Council Action Reports, special projects, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the full journey-level classification within the Management Analyst series. Incumbents in this classification are distinguished from the Management Specialist by the performance of the full range of duties performed and independent discretion exercised.

SUPERVISION RECEIVED AND EXERCISED:

The incumbent works under the general supervision of the Chief of Police and may exercise technical supervision over Interns.

ESSENTIAL DUTIES:

Provide difficult and complex staff assistance to management staff; analyze and evaluate departmental objectives, programs, operations, and control systems and make recommendations; conduct City or department-wide coordination of major programs; analyze data and prepare written and/or oral conclusions and recommendations on assigned projects including preparation and presentation of Council Action Reports; and observe operations and prepare forms, procedures, manuals, and regulations aimed toward more effective methods of operation.

Administer, write, and prepare assigned grants; manage and track authorized grant expenditures, analyze, account for, and audit grant monies received by assigned program area; serve as liaison between the area of assignment and grantors; process requests for funds; ensure funds are expended in accordance with grant requirements and restrictions; prepare and process documentation to ensure grant monies are received and grants are closed-out with granting agencies upon completion.

Plan, coordinate, implement, promote, and oversee significant programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversee and

participate in the development and implementation of strategies and work plans for the achievement of these goals.

Oversee and participate in the design, production, and distribution of a variety of promotional, marketing, outreach, and information materials, communications, and presentations.

Assist in the preparation of the annual budget; monitor and control budget expenditures; and perform revenue and expenditure forecasting and research.

Evaluate the effects of current and pending legislation on department programs and operations; develop response and legislative proposals; act as liaison with State and federal officials; may assist with the design and preparation of informational materials and literature.

Serve as the Department representative on various committees and projects; coordinate Department activities with other City Departments and outside agencies, organizations, or community groups; and make oral presentations as needed.

Research, analyze, and make recommendations on program compliance with applicable laws and regulations.

Receive, research, and respond to citizen requests for information.

OTHER JOB-RELATED DUTIES:

Prepare and maintain a variety of records, reports, and other documentation.

Perform other duties as assigned.

QUALIFICATIONS GUIDELINES:

EDUCATION REQUIRED:

Graduation with a bachelor's degree from a regionally accredited college or university with major course work in Public Administration, business, criminal justice or a field closely related to analysis and planning.

EXPERIENCE:

Two years municipal experience performing professional administrative responsibilities in a related field.

REQUIRED LICENSE/CERTIFICATION:

Valid California Class "C" Driver's License.

KNOWLEDGE OF:

Principles and applications of critical thinking and analysis.

Modern principles and methods of public administration, public relations, and budget preparation.

Principles and practices of administrative research and statistical analysis.

Pertinent Federal, State, and local laws, rules, regulations, and ordinances.

Operate a computer and a variety of software including Outlook, Word, and Excel.

Recordkeeping techniques and procedures.

Business English, grammar, punctuation, spelling, arithmetic, vocabulary, composition and proper format.

REQUISITE ABILITIES/SKILLS:

Independently perform the full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative; collect, evaluate, and interpret varied information and data; research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues; analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; develop recommendations for problematic areas and implement and monitor changes.

Prepare clear and concise technical, administrative, and financial reports; prepare clear, accurate, and concise tables, schedules, summaries, and other materials in statistical and narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Coordinate multiple projects and meet critical deadlines; organize and prioritize timelines and project schedules in an effective and timely manner;

Communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, City officials, and the public.

Interpret specific rules, laws, and policies and apply them in a variety of procedural situations.

Make moderately complex mathematical computations.

Maintain the confidentiality of information and documentation as required.

Must possess a strong customer service orientation and be a team player.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and moving objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City staff, customers, vendors, contractors, and the public.

NOTE:

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

SELECTION PROCESS:

The selection process may include but is not limited to: application review and evaluation, written examination, physical ability test, practical skills test and oral interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully completing all components of the pre-employment process which may include but is not limited to: reference check, background investigation, credit check, California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history check (Live Scan fingerprinting), polygraph, post-offer psychological, post-offer drug test and post-offer medical examination. The specific selection process will vary based upon the position. Candidates must fill out the application and supplemental questions completely. Incomplete applications including references to see the resume for qualifications are incomplete and will be disqualified. Candidates are encouraged to provide accurate answers as the City will verify the qualifications for each candidate.

The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Personnel Department at least 72 hours in advance of the test date.

Note: The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within may be modified or revoked without notice.