



TOWN OF FAIRFAX

STAFF REPORT

September 3, 2014

TO: Mayor and Town Council
FROM: Garrett Toy, Town Manager *GT*
SUBJECT: Approval of the Management Analyst job classification and salary range

RECOMMENDATION

Approve the management analyst classification and salary range.

DISCUSSION

The Management Analyst is class is designed for a professional level, advanced administrative position performing complex, analytical work. This is a journey level class that is expected to function independent of ongoing supervision. Under the direction of the Town Manager, work assigned may be in specific program areas and may include project management. The class develops policies and makes recommendations to the Town Council and represents the Town at meetings with various public agencies, community organizations, and interest groups. This classification is one professional level above the Deputy Town Clerk class and one level below the Assistant to the Town Manager (ATM) classification. It is distinguished from the latter class because the ATM may supervise management staff and has a higher degree of action and judgment on program/project management and development.

FISCAL IMPACT

The FY 2014-15 Town Clerk budget anticipated an internal promotion of the Deputy Town Clerk to the joint position of Deputy Town Clerk/Management Analyst. The monthly salary ranges from \$5,481.17 for Step A to \$6,345.14 for Step D (top step). The monthly salary of the Management Analyst at Step A is 5% or approximately \$260 higher per month than Step C for the Deputy Town Clerk position.

ATTACHMENT

Management Analyst Job Classification

TOWN OF FAIRFAX
MANAGEMENT ANALYST
JOB CLASSIFICATION

SUMMARY

Under the direction of the Town Manager or his/her designee, is responsible for performing a variety of responsible, complex, professional administrative duties. Work assigned may be in a specific program area and/or to perform administrative duties in support of the assigned department, including research and analysis. Performs related work as assigned.

CLASS CHARACTERISTICS

This class is designed for a professional level, advanced administrative position performing complex, analytical work. This is a journey level class that is expected to function independent of ongoing supervision. The class makes recommendations and presentations to the Town Council and represents the Town at meetings with various public agencies, community organizations, and interest groups. The class includes the supervision of non-management staff as assigned. This classification is distinguished from the Assistant to the Town Manager class in that the latter class may supervise management staff and has a higher degree of action and judgment on program management and development.

EXAMPLES OF DUTIES (Illustrative Only)

Note: The following duties are performed by employees in this classification. Each individual in the classification does not necessarily perform all duties listed.

- Writes and administers federal, state, and local grants for Town projects as assigned
- Represents Town with other local, state, and federal agencies
- Analyzes, researches, and interprets data for new program development and prepares summary reports
- Coordinates contracts including creation of Request for Proposals, preparation of contract, processing contracts for Council approval, and administering the contract
- Conducts research and analyzes work procedures, policies, etc. to evaluate and improve the effectiveness of assigned projects and programs or to develop new programs or procedures
- Analyzes federal and state laws and regulations as they relate to assigned programs and develops and implements changes as necessary based on this analysis
- Develops and prepares program manuals, flyers, handouts, etc.
- Develops and implements Town's communication strategy and outreach efforts
- Prepares comprehensive written reports including staff reports regarding program and project activities
- Interacts with other town staff, town council, community representatives, and citizens regarding programs and issues
- Assist the Town Manager with Human Resource functions as assigned
- Assists with preparation of the annual Town budget and with developing procedures for tracking contracts and expenditures
- Assist with the preparation and development of Town policies and procedures
- Performs related duties as required or as assigned

- Supervises assigned staff

KNOWLEDGE OF:

1. Principles and practices of organization and public administration.
2. Principles, methods and practices of municipal finance, budgeting and accounting.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.
5. Organization and function of local government.
6. Research techniques, methods and procedures.

SKILL IN:

1. Reviewing organizational and administrative problems.
2. Developing and implementing goals, objectives and procedures.
3. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
4. Setting priorities and following-up on projects.
5. Properly interpreting and making decisions in accordance with laws, rules and policies.
6. Use of common office software including Microsoft Office.
7. Providing outstanding customer satisfaction (internally and externally).

ABILITY TO:

1. Communicate clearly and concisely, both orally and in writing.
2. Represent the City effectively in meetings and with others.
3. Maintain accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
4. Establish and maintain working relationships with those contacted in the course of the work.
5. Work independently in the completion of assignments.
6. Provide effective functional or project leadership.
7. Effectively plan, organize and prioritize work
8. Supervise staff as assigned

EDUCATION AND EXPERIENCE

Bachelor's Degree in public/business administration or related field and either four years of experience in program administration or two years of general administrative local government experience which includes professional level analytical work. An advanced degree can be substituted for one year of general government experience.

PHYSICAL DEMANDS

The physical demands 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. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Vision abilities required include close vision, and ability to focus.

WORK ENVIRONMENT

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 of this job. While performing the duties of this job, the employee regularly works indoors and regularly works near video display. The noise level in the work environment is usually quiet

SPECIAL REQUIREMENTS

Possession of or ability to obtain, prior to employment, a Class C California driver's license and a good driving record.

MONTHLY SALARY RANGE

	Step A	Step B	Step C	Step D
Management Analyst	\$5,481.17	\$5,755.23	\$6,042.99	\$6,345.14

BENEFITS

Per the Town Council adopted Management Resolution

DATE: _____ APPROVED _____
Town Manager

Date first adopted: September 3, 2014
Approved by the Town Council: September 3, 2014