

SENIOR MANAGEMENT ANALYST

Code No: 3-18-169
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the performance of management and financial analyses, budget planning, and providing services concerning the identification, development, and implementation of operational and programmatic improvements. Duties involve providing technical assistance in the preparation of operating and capital budgets, and analyzing data for development of programmatic, operational, and budget studies and projections. This position differs from Management Analyst by virtue of the more complex analysis performed, the more difficult work assigned, and the greater consultative role. Employees may be assigned to work independently on select management analysis projects or assignments requiring specialized technical skills. The employee reports directly to, and works under the general supervision of a senior level manager position or other higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Consults with department heads, division heads, and/or senior staff members, on matters relating to department, agency, or school efficiency and effectiveness;

Analyzes department, agency, or school operations and identifies specific functions or programs for improvement;

Reviews and edits statements of objectives and recommends evaluation measures for each function or program;

Designs procedures for collecting and auditing evaluation data;

Determines improvements in department, agency, or school efficiency or effectiveness through changes in organization, staffing, allocation of resources, work methods, information flow, or other means;

Trains staff in the implementation of management improvements and the preparation of information for management;

Coordinates the development and presentation of an annual budget for various departments, agencies or schools;

Assists senior-level managers with the development of programmatic and financial proposals and other communications for submission to the County Legislature, Board of Education or other authority;

Analyzes programmatic, operational and economic data for future impact on planned expenditures;

Develops methods for long-term projections;

Consults with department, agency or school staff on budget administration;

Prepares narrative, tabular or statistical reports;

Consults with the department head or other staff members on policy decisions on the function of the unit;

Gathers and reviews data for special analysis and studies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of budget preparation and administration; thorough knowledge of financial analysis techniques; good knowledge of research techniques used in financial and management analysis; good knowledge of the principles and practices of public administration; good knowledge of local government organization and functions; good knowledge of principles and practices of supervision; good knowledge of the application of computer systems to financial and management analysis; working knowledge of statistical techniques used in financial and management analysis; working knowledge of principles and practices of government accounting; working knowledge of public personnel and labor relations administration and its impact on financial and management analysis activities; ability to understand, interpret, and analyze quantitative data; ability to understand, interpret, and analyze complex and detailed written material; ability to analyze departmental programs and organizational structure and make recommendations to improve effectiveness or efficiency; ability to organize material and prepare effective narrative and financial reports, and business correspondence; ability to speak effectively and make effective oral presentations; ability to plan and organize individual workload and meet established deadlines; ability to communicate orally and in writing; ability to establish and maintain effective work relationships with department staff and with representatives from other departments and agencies; ability to operate a computer using software related to the reporting and analysis of financial data; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years paid full-time or its part-time equivalent experience in budget preparation, or budget analysis, or financial planning, or financial analysis, or financial eligibility determination and client budget planning, or statistical analysis, or management analysis; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: December 20, 1984

REVISED: September 9, 1999

REVISED: March 7, 2002

REVISED: March 6, 2008

REVISED: January 7, 2016

REVISED: May 6, 2021

ADDITIONAL INFORMATION: Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.