



Title: Management Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Direction received varies by assignment.

This is a non-supervisory job classification.

May require the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees, dependent upon assignment.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment, and procedures.
- **Licenses/Certifications/Special Requirements:**
 - May require proficiency in Excel, PowerPoint, Access, Crystal Reporting, Cognos, Harris Northstar, iNovah, TaxMantra, FASTER, SQL, TRAK, Pneuercator, PeopleSoft, Hansen and Microsoft Word, dependent upon assignment.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience in a municipal or government setting.
- Additional years of progressively responsible experience is preferred.
- Bachelor's degree in Business or related field is preferred.

JOB SUMMARY:

The purpose of this position is to provide the department with professional-level administrative support. Work is accomplished by conducting independent research studies and making recommendations on complex administrative projects and problems, developing recommendations and coordinating the budget and fiscal activities of the department, and developing improved systems and procedures, to lower operating costs or increase efficiencies. Work requires the use of initiative and independent judgment while receiving only occasional instruction or assistance as new or unusual situations arise. This classification is distinguished from the Senior Management Analyst by the lack of supervisory responsibilities.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Uses complex analytical skills to perform extensive research and resolve technical, operational, and procedural problems; conducts and completes studies and surveys, conducts audits; collects and examines data to find areas of opportunities to streamline processes and procedures, improve services, reduce expenses, and to increase efficiencies.
2	Coordinates and prepares fiscal activities and department/division budgets and conducts budget analysis; verifies, balances and reconciles data; researches discrepancies; responds to questions on the budget within the area of responsibility; works with department leadership to develop, track and evaluate performance measurement data.
3	Conducts analysis on complex workflow and resource allocations to justify capital requests for inventory, equipment, and projects including funding availability; administers contracts and approves expenditures.
4	Researches grant opportunities as necessary. May be responsible for providing statistical data, drafting language, interpreting rules and regulations, assisting with audits, and applying for grants, depending on assignment.
5	Anticipates new and existing department needs and develops, implements, and tests software and or technology solutions to meet these needs; establishes, modifies, and develops new programs or procedural improvements, databases, internal processes, and queries to analyze data and create efficiencies; provides technical and administration support on these applications and prepares comprehensive manuals for training staff.
6	Assists in representing the department by attending meetings and committees, and by presenting information to staff, departments and management.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with "X"</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	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.	X	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.

<p align="center">Work environment for this position is indicated below with "X"</p> <p align="center">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.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers and related software, printers, DVRs, webcams and related conferencing software, projectors, scanner, copy / fax machine, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.