

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **MANAGEMENT ANALYST**

GRADE LEVEL: M7

SUPERVISOR TITLE: **ASSISTANT GENERAL MANAGER - CFO/TREASURER**

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, perform a variety of administrative and analytical functions in support of the Rancho California Water District. This position will also require the incumbent to perform a wide range of duties with a significant degree of independence and sound judgement including planning, organizing, and reporting administrative, management, and financial analyses; creating, revising, and implementing programs and procedures in support of District-wide policies; participating in the development of budgets and monitoring of District expenses; and providing information and assistance to the public regarding District programs and services as needed. Assignments are typically received in broad form and incumbents are expected to develop applicable techniques. Work may involve direction of staff or consultants.

CLASS CHARACTERISTICS

This is a professional advanced-level classification with responsibility for performing a wide range of functions with highly technical and specialized analytical and administrative duties. Duties may include performing the most difficult and complex tasks assigned to the work unit. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution. This is an exempt classification and is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

-  Conducts business, administrative, and budgetary analyses
-  Prepares and reviews reports, technical documents, and studies to determine their impact on the District
-  Participate in budget preparation and administration by preparing cost estimates submits justifications for budget items, and monitors and controls expenditures
-  Reviews documents to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with District policies, agreements, contracts, and state and federal requirements

- ✎ Assists with the development, implementation, communication, and evaluation of programs, projects, systems, and procedures to achieve District goals
- ✎ Develop comprehensive analytical and statistical reports and summaries that identifies alternatives and opportunities to the District with regard to Federal, state and local government regulation and oversight
- ✎ Conduct complex research and prepare thorough analyses that outline recommendations and revisions regarding District's administrative and operational procedures and policies including business case evaluations and recommendations on the most economically efficient options for potential District practices and approaches
- ✎ Monitor performance and progress to achieve department and District goals
- ✎ Provide information and referrals regarding departmental activities and services and resources available through the District
- ✎ Review, analyze, monitor and comment on proposed federal, state and local policies that may impact the District
- ✎ Identify problems and recommend revisions to District programs, policies and procedures
- ✎ Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's strategic initiatives, related key performance indices, and the applicable support processes which impact them
- ✎ Develop and prepare written informational materials and presentations
- ✎ Develop and maintain positive public and community relations
- ✎ Effectively work with various groups, agencies, and organizations to maintain open lines of communication between the District and individuals from various stakeholder groups
- ✎ May assist with strategic and short range planning and implementation of projects, programs and services
- ✎ Participate in the ongoing evaluation and monitoring of contractual agreements and negotiations
- ✎ Prepare and present a variety of reports to department managers, District management, community groups, boards and commissions
- ✎ Facilitate and attend workshops, meetings, and trainings to obtain current information relevant to departmental activities
- ✎ Perform related duties that adheres to District's vision statement
- ✎ Attendance at evening and occasional weekend meetings is a normal responsibility of this position

QUALIFICATIONS

Knowledge of:

- ✎ Relevant federal state and local programs and related laws, policies and procedures
- ✎ Resources available to members of the communities served
- ✎ Management of group dynamics and meeting facilitation techniques and methods
- ✎ English usage, grammar, vocabulary, and spelling

Ability to:

- ✎ Make effective and engaging oral presentations clearly, logically, and persuasively
- ✎ Communicate clearly and concisely in writing
- ✎ Effectively plan, direct, manage, and coordinate projects
- ✎ Provide clear direction to others
- ✎ Properly interpret and make decisions in accordance with laws, regulations and policies
- ✎ Demonstrate initiative and resourcefulness
- ✎ Exercise independent judgment and work with a minimum of supervision
- ✎ Effectively sustain frequent contact with a wide variety of people
- ✎ Analyze situations accurately and recommend an effective course of action
- ✎ Understand and relate to the needs of members of the communities to be served
- ✎ Prepare, organize and make presentations to community and professional groups
- ✎ Establish and maintain effective working relationships with employees of the District and other government and community agencies
- ✎ Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- ✎ Operate standard office equipment, a computer and a variety of software, and audio-visual equipment
- ✎ Learn the organization, policies, procedures and operating details of the District

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) or more years of progressively responsible experience performing complex analysis and research

Training: Equivalent to the completion of a bachelor's degree from an accredited college or university with major coursework in business, public administration, communication, or related field.

License and Certificates:

- ✎ California Class C Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
- ✎ Regularly use a telephone or radio for communication
- ✎ Frequently use office equipment such as a Personal Computer, copier and FAX machine
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Hearing and vision within normal ranges with or without correction

-  Carry, push, pull, reach, and lift materials and objects up to 25 lbs.
-  Travel as requested by automobile in conducting District business
-  Sufficient manual dexterity to operate equipment
-  Regular attendance

OTHER REQUIREMENTS

-  This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date