

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

POLICE MANAGEMENT ANALYST

DEFINITION

This classification is distinguished from the generalist classification of Management Analyst by its focus on and specialization in providing a high level of independent judgment and planning of comprehensive programs. Duties involve complex administrative, financial or management responsibilities.

Under direction of a departmental manager or supervisor, provide broad-based technical assistance with municipal law-enforcement fiscal, budgetary, and policy issues; research, analyze, and prepare administrative and technical reports; perform a variety of delegated assignments providing administrative support to a division or department head; and perform related work as required.

EXAMPLES OF DUTIES

Under direction, assist in managing complex programs, projects or studies that may include budget development, program policy and procedure development, and program administration. Monitor program budgets with accountability for revenue and/or expenditure performance; may monitor assigned contracts; may oversee fund development to secure government or private grants. Advise City Staff on fiscal and program policy matters. Prepare staff studies and make recommendations as directed; provide general technical assistance to management as assigned. Assist with preparation and presentation of budgets for assigned units; perform high-level fiscal analysis, oversee budget(s) and routinely review expenditures. Research and analyze legislative issues and prepare reports on their impact on City law-enforcement operations. Prepare comprehensive written and financial reports; maintain complete files and records of work performed. Serve as liaison with other divisions, departments, or program representatives; respond to inquiries from the public and others regarding City law-enforcement activities. Develop and maintain technical expertise in assigned areas including current laws, regulations, and rules. Attend meetings and serve on various committees or boards relative to departmental activities. Coordinate and manage programs that require interdepartmental participation.

MINIMUM REQUIREMENTS

Knowledge of: Principles and practices of public administration, including taxation policies and sources of local government funding, budget preparation and administration, and expenditure control; pertinent laws, rules, and regulations affecting the activities of City government and municipal law-enforcement. Principles and

practices of supervision; principles and practices of research and analysis; accepted English usage, grammar, spelling, and punctuation. Mathematics and statistics as applied to social sciences; and personal computer hardware and software typically found in a modern office.

Ability to: Effectively and efficiently organize and set priorities for a variety of projects and tasks to ensure timely and successful completion. Initiate and conduct analytical studies; evaluate alternatives and make sound recommendations in a timely manner. Prepare, verify, and analyze reports, recommendations, records, and correspondence, including financial and budget analysis. Understand, interpret, analyze, and apply rules, regulations, and guidelines; research and interpret legislative activities affecting assigned area and report on same. Understand the functions of various City departments and divisions. Represent City policies and programs with other government agencies and the general public as directed. Respond appropriately, effectively, and promptly to the needs of internal and external customers using principles of good customer service. Establish and maintain a variety of filing, record keeping, and tracking systems; communicate effectively both verbally and in writing; successfully and efficiently use personal computer software. Effectively administer assigned programs and perform both complex and routine work with accuracy; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Possession of a Bachelor's degree in Public Administration, Political Science, or Business or a related field such as Criminal Justice, Organizational Development, or Economics. Possession of a Master's Degree in the above fields is desirable.

Experience: One year of responsible experience performing administrative or fiscal research and analysis in law enforcement or a related field.

License: Possession of a valid Class C California Driver's License.

R: 02/2007