

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: PRINCIPAL MANAGEMENT ANALYST

DEFINITION:

To plan, organize, and direct the activities of an administrative unit within an assigned department to include the development, review, coordination and monitoring of the department budget, purchasing and departmental human resources activities, and special projects related to the operations of the department; to coordinate assigned activities with other units and divisions; and to provide technical support to an assigned director and management staff.

DISTINGUISHING CHARACTERISTICS:

This is the highest level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the level of independent responsibility assumed for the supervision of an administrative unit within an assigned department. This classification is expected to work independently at a high level, identifying the need for and developing changes to operating practices, processes, systems, programs and policies, and performing the full array of duties within the area of assignment, including complex analytical projects, budget development, oversight and administration, and providing staff support to City officials and interacting with all levels of city employees, managers, elected officials, community groups, and/or other governmental agencies and the public.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a Director.

Exercises direct supervision over professional, technical, and/or administrative staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Recommend and implement unit goals and objectives; establish performance standards and methods for supporting the administrative and analytical activities of an assigned department.
- Review, research, analyze and prepare the department's annual proposed budget for inclusion in the final City budget; coordinate budget preparation process with departmental management and Finance Department; develop recommendations for final budget review.
- Evaluate existing and proposed department, policies and procedures, programs and functions; consult with and advise department staff; make recommendations; and review and evaluate the same activities of subordinate staff.
- Coordinate, participate in, and oversee complex financial and administrative activities of an assigned department.
- Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.
- Assist department administration through research and/or data gathering activities in the development and delivery of departmental policies and city initiatives; analyze and

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interpret related data collected and prepare periodic or special reports based on conclusions.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various financial, statistical and narrative reports on operations and activities.
- Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures.
- Supervise and participate in a variety of special projects relations to departmental operations.
- Prepare and process grant applications; monitor performance measures for compliance reporting; and reconcile grant budget allocations.
- Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.
- Conduct surveys and perform complex research and statistical analyses on administrative, fiscal/budgetary, personnel and operational problems.
- Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of public administration, organization and management.
- Principles and practices of accounting and municipal budget development and administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of advanced research and analysis.
- Applicable Federal, State and local laws and ordinances related to assigned area.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of organizational analysis.
- Principles and practices of advanced project management.
- Technical report writing techniques.
- Advanced statistical and graphical presentation methods.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct an administrative unit of a department including budget, purchasing, human resources, and accounting activities.

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- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop, manage, implement, and maintain department budgets, initiatives, programs, or projects.
- Independently research, analyze and make effective recommendations on administrative, management, budgetary and departmental fiscal practices, procedures and problems.
- Manage diverse and complex programs and/or projects as assigned.
- Perform the most complex professional analytical work in support of assigned department or division.
- Identify, research, and respond to complex questions from other City departments, outside agencies and the public.
- Prepare, analyze and present technical, financial, and statistical reports and presentations, Requests for Proposal, contracts and agreements.
- Independently analyze complex situations and data and develop logical conclusions and sound recommendations.
- Coordinate, analyze, prepare and present special studies related to assigned operations.
- Supervise, train and evaluate assigned staff.
- Prepare effective and complete staff reports and make presentations to large and diverse audiences.
- Exercise sound judgment and discretion; manage diverse and complex programs and/or projects as assigned.
- Conduct research, perform statistical, content and/or cost-benefit analyses, and evaluate options based on findings.
- Work with and maintain the confidentiality of information.
- Oversee administrative/operational activities within the assigned department.
- Collect, compile, analyze and summarize written and statistical information and data.
- Analyze situations carefully and adopt effective courses of action.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance or a related field.

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Three years of progressively responsible experience similar to a Management Analyst II with the City of Napa.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: TBD