

CITY OF OLYMPIA	DATE PREPARED	04/00
CLASS SPECIFICATION Senior Management and Policy Analyst	JOB CODE	1345
	SALARY RANGE	062
	FLSA STATUS	EXEMPT
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under general direction and as a member of the department management team, positions in this classification initiate, plan, coordinate, evaluate and manage complex technical and administrative projects and programs. Positions in this classification work for and report directly to department directors or managers of large, multi-function divisions, with no intermediate supervision or control.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed by positions in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Series Concept: This classification is the highest level of special senior management support in the classification series of Management Assistant, Research Analyst, and Senior Management and Policy Analyst. It is distinguished from other classifications in the series by a greater degree of complexity and self-initiated nature of the polices, projects, and program(s) and the highest level of department visibility and impact. Complexity and department visibility and impact may be measured by the number of projects assigned, exercise of a significant leadership and strategic planning role within a given department, number of project teams and staff members involved and/or teams supervised, the breadth and difficulty of goals and objectives to be achieved, and by the scope of long-term department and community impact. Positions in this classification may be assigned supervisory responsibilities and may lead inter-disciplinary project teams.

A majority of the following factors must be present to be assigned to the Senior Management and Policy Analyst classification:

- must be identified as the City representative to the community for major policy initiatives, operations, projects, or department level services
- must have responsibility for the image of the City and department programs to the community and the media
- must make both presentations and recommendations to City Council and Senior Management on policy issues
- must make decisions on implementation of City policy issues
- decisions and results must have wide-ranging/inter-related impacts on the department and the community
- must include coordination of policy, project, and program efforts with other governmental agencies in the region

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Examples of Duties:

Initiate, develop and manage the planning and execution of analyses and programs that have an impact on major functions, services, and operations of the department, including identifying and applying for funding, coordinating with other agencies and generating comprehensive management options. Advise senior management staff on policies, goals, internal structures, management of relationships with other governments and agencies, and other issues of immediate and long-range departmental concern. Manage, plan, coordinate and implement major projects, such as capital improvements, new policy development, or reorganizations of operating units. Evaluates budget performance, monitors expenditures and coordinates entire budget preparation process for the department, drafts service packages, initiates capital improvement proposals and drafts comprehensive justifications, directly manages revenues and authorizes expenditures. Provides a broad management perspective to the administrative activities and policy making processes of a department by applying management and interpersonal skills and experience to operations and management problems. Conducts future oriented, proactive, and ongoing research into issues of importance to the department, community, and civic groups. Evaluates department policies and interprets these to the public during community meetings and interprets issues to various boards, councils, and commissions. Analyze department operations and make recommendations for changes and improvements in work organization, cost accounting systems, internal cooperation, and provision of department-wide services. Develops reports, recommendations, policies and procedures. Reviews and interprets conflicting regulations, grant guidelines, pending legislation and department policies. Anticipates and responds to requests for public information of a sensitive nature which may involve legal liability and independently resolves citizen complaints involving policy issues. Provides technical expertise and is staff liaison to community groups, advisory boards, commissions, and other departments for the resolution of complex policy and/or operations issues. Serves as a member of department senior management team that oversees and coordinates entire scope of department operations and services. Selects, trains, and evaluates subordinate staff.

Contacts: The Senior Management and Policy Analyst has contact with department staff at all levels, senior executive and management personnel, elected officials, representatives of public and private agencies and organizations, community groups, boards, commissions, the media, and members of the public.

Supervision: May supervise project teams or a small number of staff performing general clerical tasks, administrative tasks, clerical accounting functions, or bookkeeping functions.

Accountability: A Senior Management and Policy Analyst is accountable to a department director or senior manager and to the department management team for the successful completion of all self initiated or assigned projects, duties, and responsibilities.

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Working Conditions: A Senior Management and Policy Analyst will perform work that typically involves evaluation of major policy concerns and issues of managerial direction that requires thorough familiarity with all department management systems. Positions in this class generally have a high degree of public and interdepartmental exposure and serve as representatives for executive staff at community and civic meetings, City Council meetings, or during important interdepartmental policy discussions and decision making processes. As such, incumbents are members and agents of a department's management team, developing and reviewing specialized and technical reports and drawing conclusions on which administrative and managerial decisions are based. Positions in this class are distinguished by greater ambiguity in assignments, increased decision-making and greater responsibility for implementation of their recommendations following communication with and approval by highest level of management. Incumbents are expected to exercise independent judgement and discretion in the choice of work methods, personal deadlines and the nature of recommendations made. Incumbents may supervise a small number of subordinates and may also oversee the work of consultants. Incumbents work with detailed, complex, and sensitive materials and exercise considerable communications, consensus building, and human relations skills as a routine part of the job. Employees typically handle numerous projects or programs simultaneously. The classification is distinguished from a variety of other classifications by the combination of and department-wide scope and impact of the research-oriented, analytical, and technical duties, which characterize these positions.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

- Extensive knowledge of department goals, policies, procedures, and technical operations.
- Knowledge of current management and administrative practices used in governmental agencies or other organizations of similar scope and complexity.
- Knowledge of grant administration, the budget process, and budget administration, accounting principles, and cost evaluation techniques.
- Ability to maintain confidences and routinely handle sensitive department materials.
- Ability to develop and manage a project and to anticipate administrative and operational problems.
- Ability to work effectively in a hostile environment and withstand outside pressures.
- Ability to formulate goals, analyze alternative solutions, and prepare funding recommendations
- Ability to prioritize work, meet deadlines, and manage many projects simultaneously.
- Ability to analyze problems and effect solutions, analyze complex issues and make timely decisions.

Knowledge/Skills/Abilities (Continued):

- Ability to prioritize tasks, elicit cooperation, resolve conflicts, and coordinate total efforts to accomplish the task
- Skill in *anticipating and* responding to management information and fiscal reporting needs.
- Skill in oral and written communications, including the ability to make public or staff presentations.
- Skill in human relations, *negotiations*, and diplomacy.
- Skill in negotiating contracts or agreements with outside agencies.

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Education/Experience: Four year college degree in public administration, business administration or an area related to technical tasks plus several years progressively responsible administrative experience, preferably in local government operations, *is required*. Graduate level education or training in public administration or business administration or equivalent practical experience is *desired*. Related experience may be substituted for the degree requirement on a year for year basis.

Special Requirements: Certain desired combinations of education and experience or special requirements may be identified for selection purposes depending on the department where the position is located or assigned. For example, positions in the Olympia Police Department may require knowledge of law enforcement services, operations, and current issues and successful completion of a background investigation and polygraph examination prior to appointment.