



West Valley - Mission

Community College District

CLASS SPECIFICATION

MANAGEMENT ANALYST

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 70

DEFINITION

To perform highly skilled professional work in support of an assigned campus department or division; to perform a variety of administrative and analytical projects; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Management Analyst class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical oversight over technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, coordinate, and conduct administrative and operational analysis; recommend solutions based on findings.

Design, develop, and coordinate implementation and evaluation of departmental administrative and operational systems and procedures.

Create and maintain databases from a variety of internal and external sources; monitor development and input of data.

Monitor and analyze changes to laws, regulations, and procedures relative to area of assignment; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff.

May provide leadership and coordination of projects in area of assignment; liaison with other district and/or college departments and divisions, faculty and administrators to ensure updated information is available and presented on web site.

Provide work direction and assessment to technical and administrative support staff and students.

Audit, input and validate relevant data in various software programs; use content management system to help maintain website, maintain college events calendar, digital signage, social media, and external advertising, produce materials for class schedule and collateral material

Coordinate a variety of information and resources for department administrators and faculty.

Prepare and maintain a variety of federal, state, district, and college reports and surveys.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state, and district laws, codes and regulations.

Tools, techniques and terminology used in statistical data analysis.

Principles and practices of modern office management and recordkeeping.

Operation, procedures, and policies of college instructional programs.

Software programs and database systems relevant to area of assignment.

Ability to:

Analyze existing work processes and develop improved methodologies and procedures.

Provide technical and functional supervision to less experienced staff.

Function as project manager, providing liaison to other district and/or college faculty and administrators.

Plan, coordinate and conduct analytical studies and surveys related to assigned department programs and activities.

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; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide information and analyses in verbal or written form to district administrators, faculty and staff.

Maintain comprehensive databases; coordinate software or database problems with information technology staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment 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.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible technical or professional administrative experience in a college or university environment.

Education:

Equivalent to possession of a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, social science, computer science, or a related field.

EEO Category: Professional Non-Faculty

Date Approved: July 1, 2017