

CITY OF COSTA MESA  
 Established Date: April 7, 2015  
 Revision Date:

**Management Aide - Confidential /  
 Management Analyst - Confidential**

Class Code:  
 0245/5245 (Aide)  
 0084/5084 (Analyst)

**DESCRIPTION:**

Under general supervision, provides professional, technical, administrative, and analytical assistance in conducting a variety of comprehensive analyses and coordinating municipal policies, procedures and services in the Chief Executive Officer and Finance departments.

**CLASS CHARACTERISTICS:**

An incumbent in these classes is expected to carry out general administrative assignments with only minimal supervision and refers to supervisory personnel those matters which involve policy and procedure decisions, technical questions, deviations from standard practice and unusual public relations problems. Work is reviewed through daily/weekly consultation for accuracy, conformance with established standards and quality and adherence to instructions. The Management Analyst (Confidential) is distinguished from the Management Aide (Confidential) position by the years of experience and education required.

**CONFIDENTIAL EMPLOYEE DESIGNATION:**

An employee in this classification may have access to decisions or the decision-making process of the City concerning matters related to employer-employee relations and may have access to or may prepare confidential materials and/or information and/or recommendations on behalf of the City in matters relating to employer-employee relations.

**ESSENTIAL FUNCTIONS:**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.*

Positions in the Management Aide and Analyst series have analytical, administrative and/or management duties and responsibilities in various administrative staff functions including, but not limited to, the following which are described at the journey level:

**BUDGET/FINANCIAL ANALYSIS**

Annual budget preparation; budgetary monitoring and control; revenue and expenditure forecasting and research; prepare equipment and personnel justifications.

**FINANCE ADMINISTRATION**

Identify and resolve budgetary and financial issues and problems; provide timely, accurate, and informative financial analysis; perform financial analysis and financial forecasting as assigned; review and evaluate cost benefit proposals; make recommendations for improvements; participate in the production of financial reports and budget reports for department use and attend and provide support to the Pension Oversight Committee.

**PROGRAM/ORGANIZATIONAL ANALYSIS**

Analysis and evaluation of department objectives, programs, organizational structures, operations and control systems; City or department-wide coordination of major programs; analyze data and prepare written and/or oral conclusions and recommendations on assigned projects; observe operations and prepare forms, procedures, manuals and regulations aimed toward more effective methods of operation.

**LEGISLATIVE ANALYSIS/DEVELOPMENT**

Evaluate effects of current and pending legislation on department programs and operations; develop response and legislative proposals; act as liaison with State and federal officials; may assist with the

design and preparation of informational materials and literature.

### **PUBLIC INFORMATION PROGRAM**

Gather information and composes press releases, publicity, announcements, online communications, articles and letters on City programs, policies and actions as well as for community events and activities; assist in creating presentations, printed materials and related community outreach materials; and assist department representatives in preparing public information materials for presentation and distribution as requested.

### **PERSONNEL ADMINISTRATION**

Initiate and process departmental personnel actions; interact with the City's Human Resources Division on recruitment, selection, classification, benefit, training, workers' compensation, disability and related issues; and monitor position control and performance review systems.

### **LABOR RELATIONS**

Conduct research and analysis; calculate costs and prepare confidential materials, reports and recommendations on behalf of the City in matters relating to labor relations.

### **CONTRACT ADMINISTRATION**

Research contract service and supply needs; prepare requests for proposals; develop and negotiate contract terms; monitor contract compliance; mediate user/provider complaints; conduct on-site inspections to determine need or compliance; provide information to public on contracts or available loan or grant programs.

### **SPACE MANAGEMENT/FIXED ASSET CONTROL**

Evaluate operational needs for office or building space, office modification, equipment and communications systems; analysis of current staff, equipment and space use; coordinate installation and/or modification of facilities, systems and equipment.

### **STAFF SUPERVISION**

Assist management in scheduling and coordinating manpower, equipment and materials; participate in training sessions on methods, task instruction and related activities; assist in the identification of work to be accomplished and determination of processes, methods and procedures to be used; assist in the development of standards for work to be performed by using established formulas and prepared data.

### **AUTOMATION COORDINATION**

Supervise work of computer operations personnel and schedule work flow to facilitate production requirements; develop operational procedures and methods for production and establish priority schedules; coordinate system testing, and emergency and preventative maintenance; develop implementation and training plans for the installation of new software and/or hardware.

### **FIRE ADMINISTRATION**

Provide administrative support to the various Fire Department committees including Apparatus, Tools and Equipment, Emergency Medical Services, Recruitment and Technology; workers compensation administration; oversee private, state and federal grants, assist with application, tracks spending, authorize invoices for payment and assure compliance with grant protocol; file requests for state and federal reimbursement for mutual aid expenses; review claims for motor vehicle accident cost recovery; point of contact for all emergency medical services billing matters.

Perform other related work as required.

**QUALIFICATIONS GUIDELINES:**

*A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:*

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

**Management Aide (Confidential):** Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a closely-related field; or current enrollment in a four-year college or university as a junior or senior with major coursework in business administration, public administration, or a closely-related field. Previous administrative work experience in a public agency is desirable.

**Management Analyst (Confidential):** Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a closely-related field. Responsible professional experience equivalent to two years of full-time experience in a public agency performing administrative work. A pertinent graduate degree can substitute for one year of the required experience.

**LICENSE AND/OR CERTIFICATE:**

Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

**REQUISITE KNOWLEDGE AND SKILL LEVELS:**

Principles and practices of administration including program monitoring, personnel policy, project measurement and control administration.

Municipal operations, procedures, policies, laws, objectives and organization.

Research methods and techniques, statistical and work measurements, and standards development and implementation.

Computer literacy.

Modern office practices, procedures and equipment.

Recordkeeping techniques and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Budget systems and procedures.

**REQUISITE ABILITIES:**

Interpret specific rules, laws and policies and apply them in a variety of procedural situations.

Perform responsible and difficult administrative work with accuracy, speed and initiative.

Conduct analytical studies and surveys.

Prepare analytical reports and critiques of both policy and administrative matters.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers and the general public.

Organize workload to ensure responsibilities are carried out in a timely manner.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.