

SNOHOMISH COUNTY JOB DESCRIPTION

MANAGEMENT ANALYST, SENIOR

Spec No. 2106

BASIC FUNCTION

To assist assigned departments on budget related issues, research and analyze budget impact matters, conduct cost studies and analyze revenue, and expense.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Advises and assists assigned county departments with budget related questions, problems and procedures; advises and assists assigned departments regarding program definitions and objective measurement systems.
2. Researches and analyzes budgetary impact issues and concerns confronting the county; determines appropriate data gathering procedures and analysis techniques; develops findings, conclusions and recommendations as appropriate.
3. Determines the fiscal impact of contractual agreements with other governmental agencies, contractors and consultants; recommends policies and procedures governing relationships with contractors as appropriate.
4. Analyzes annual departmental budgets and budget change requests; prepares fiscal impact narratives; briefs decision maker on budget issues; recommends action to be taken.
5. Reviews proposed county legislation, contracts and projects for consistency with Finance and Executive Office policy and procedures; drafts resolutions, ordinances and contracts; reviews and updates existing ordinances.
6. Conducts cost studies and makes recommendations for revised rates and fees; may recommend alternative procedures.
7. Analyzes and evaluates organizational structures, program operations, policies and procedures to ensure compliance with overall county goals and objectives.
8. Represents County Executive regarding budget and fiscal matters at public hearings and Council Committee meetings as directed; communicates the Executive's policies, goals and objectives as appropriate.
9. Analyzes and interprets revenue and expenditure to assist the Budget Administrator in formulating recommendations affecting budget management policy.
10. Participates in the development of budget process guidelines and instructions; develops procedures and techniques for monitoring efficiency and budget controls and analyzing related workloads, growth patterns and trends.
11. Performs special projects as assigned.
12. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration or political science; PLUS, three (3) years professional level experience in a position involving managerial and analytical work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of business or public administration;
- organizational theories and practices;
- research methods and techniques; program budgeting and financial management concepts and principles;
- accounting principles and practices.

Ability to:

- plan and conduct a variety of management, organizational and research studies;
- gather, analyze, synthesize and evaluate a variety of data including statistical data;
- read, interpret and evaluate complex written materials including a variety of laws, rules, regulations, reference materials, technical reports and legal documents;
- analyze and evaluate the economic, political and social impacts and consequences of administrative policies and actions;
- assess the relative advantages and disadvantages of alternative courses of action;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- prepare clear and concise written reports;
- plan and organize the work and work independently without immediate supervision;
- exercise good judgment as to when to act independently and when to refer situations to a higher authority;
- work under pressure and meet deadlines;
- maintain the confidentiality of information;
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, and with the general public.

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SUPERVISION

Employees in this class report to the Budget Administrator. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1984 as Senior Management Analyst

Revised and Retitled: June 1986 as Senior Executive Analyst

March 1990

Previous Spec No. 380373

EEO Category: 2 – Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous