



Butte LAFCo
Established Date: January 1, 2008

Management Analyst

Salary Range	
Hourly:	\$29.9695 - \$40.1626
Biweekly:	\$2,397.56 - \$3,213.00
Annually:	\$62,336.63 - \$83,538.11

Summary

Under limited supervision, the Management Analyst coordinates a variety of complex accounting and statistical analysis in the maintenance of financial and account records, funds and budget. Performs a wide variety of administrative and technical work associated to Human Resources, Payroll, Employee Benefits, Information Systems/Communications, General Services, Auditor-Controller and Treasury through a cooperative contractual services agreement with Butte County; manages workers' compensation and property/liability insurance programs; complete special projects and assignments, technical or complex in nature; and performs other duties, as assigned.

Distinguishing Characteristic

The LAFCO Management Analyst is an “at will” employee who shall serve at the will of the LAFCo Executive Officer as provided by state law.

Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Duties may include but are not limited to the following:

- Prepare, process, analyze and reconciles accounting and technical transactions in compliance with federal, state, county and policies and procedures.
- Research, audit and analyze technical transactions and financial models to validate data; assuring fiscal accountability and fund integrity for all transactions, allocations, distributions and required documentations.
- Maintain financial information system database, prepare budget and cost allocation models; track revenues and expenditures; approve allocations and expenditures; make journal entries; transfer funds, as authorized and reconcile funds held within the County Treasury.
- Review, analyze and correct errors and inconsistencies in financial entries, transactions, statistical models, documents and reports; and estimates and forecasts revenues and expenditures.
- Monitor compliance with generally accepted accounting principles, agency policies and procedures, including County procedures.
- Provide and explain technical and financial information to external agencies, members of the Commission and/or committees and LAFCo staff.

- Researches, organizes, compiles, summarizes, analyzes data and information, and develops recommendations; prepares and provides reports to Commission and member agencies.
- Develops maps, charts, graphs used in planning studies and reports; compiles, arranges, analyzes and interprets data; conducts comparative studies of land use, population structure, economic structures; and prepares technical reports.
- Research, develop, interpret, revise and ensure compliance of LAFCo's Policies and Procedures and Personnel Policies.
- Manage worker's compensation and general liability program. Achieve a workplace environment committed to safety and loss prevention by administering training programs designed to promote greater job safety, as well as employee health and wellness practices.
- Inspects agency for physical and environmental hazards; identifies potential injury hazards and makes recommendations for corrective actions; documents findings and recommendations.
- Performs other duties, as assigned.

Required Knowledge and Skills

- Skill in reading, interpreting and applying LAFCo law, policies and procedures; and the County's organization, operations, policies and procedures, and accounting and budgeting systems.
- Knowledge of governmental accounting and budget administration; and principles and practices of accounting, mathematical and statistical computations; management and supervision; payroll record keeping and records management; and personnel and benefits administration.
- Skill in analyzing and interpreting financial reports and documents utilizing financial and accounting information systems; spreadsheet software applications.
- Skill in managing procedures for efficient and cost effective management of resources; and analysis of terms and conditions of contracts and agreements.
- Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures and technique resolutions.
- Skill in preparing complete, complex, comprehensive and accurate reports; assessing and prioritizing multiple tasks, projects and demands.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with agency staff, member agencies and general public.

Minimum Requirements-Education, Certifications and Licenses

- Five (5) years experience related to the essential functions, knowledge and skills of the Management Analyst.
- A Bachelor degree in Public Administration, Business or other related field may be substituted for two (2) years of experience.
- A valid, unrestricted State of California driver's license.

Environmental Factors and Conditions/Physical Requirements

- Work is performed in an office and field environment.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. EACH INCUMBENT DOES NOT NECESSARILY PERFORM ALL DUTIES. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB RELATED DUTIES AS MAY BE REQUIRED. THE EXECUTIVE OFFICER WILL UTILIZE HIS/HER INDEPENDENT JUDGMENT WHEN CONSIDERING EACH CANDIDATES QUALIFICATIONS.