



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 308.1

Job Title: **MANAGEMENT ANALYST I**

Pay Grade: 15

### **GENERAL SUMMARY:**

Assists in evaluating compliance to financial, accounting and budgetary procedures.

### **RESPONSIBILITIES:**

- Reviews and prepares financial, accounting and budgetary forms, reports and records.
- Assists in the preparation and evaluation of budget submittals.
- Monitors, prepares requests, and provides analysis for specific budgets and funds.
- Coordinates special projects related to fiscal services.
- Monitors and tracks specific fiscal instruments.
- Performs technical activities, such as reviews methods, activities, and procedures pertinent to budget and management investigations and studies.
- Maintains financial support system for in-house staff to manage special projects.
- Handles any special projects or related problems.
- Performs other duties as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

#### **EXPERIENCE:**

One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Management Analyst I  
Management Analyst II  
Management Analyst III  
Management Analyst IV

*Effective Date: October 1990*

*Revised Date: August 2001*