



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 308.3

Job Title: **MANAGEMENT ANALYST II**

Pay Grade: 18

GENERAL SUMMARY:

Administers, researches and analyzes financial and operating activities and procedures. Evaluates findings and assists in preparing specific financial and management reports.

RESPONSIBILITIES:

- Researches, analyzes and monitors various financial and management reports.
- Assists in developing, preparing and evaluating financial and management reports. Identifies and implements solutions and systems necessary to optimize results.
- Conducts audits and/or needs assessments to identify and document specific financial operating and management procedures and policies.
- May prepare training material for financial systems and conduct user training. Performs training in related subject matters.
- May prepare documentation on financial systems and write user procedures.
- Performs other duties and special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Two years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

Substitutions: Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Public Administration, Business Administration, Finance or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement. A Master's degree in a field directly related to the job may substitute for two years of the above experience requirement.

COMPLEXITY:

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

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

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 requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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: December 2020