CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 308.5

Job Title: **MANAGEMENT ANALYST IV**

Pay Grade: 25

GENERAL SUMMARY:

Leads or supervises, coordinates and reviews departmental operations and procedures. Develops various management reports for implementing revised management procedures and policies. Serves as the primary liaison to effectively manage financial policies, procedures and systems.

RESPONSIBILITIES:

- Leads or supervises, trains and evaluates employees involved in evaluating, researching and analyzing financial and operating activities and procedures.
- Coordinates, prepares and reviews financial and management reports, such as budget reviews and projections.
- Reviews, researches and surveys requests to assess operational improvements and implements revised management procedures.
- Compiles and interprets statistical data in analyzing and assessing departmental operations, schedules and long range forecasting.
- Provides systems development and maintenance to enhance functionality.
- Coordinates systems user/support training.
- Handles various special projects as assigned.

SPECIFICATIONS:

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

EXPERIENCE:
Six years of professional experience in accounting, budget analysis, finance, public administration or a field closely related to the job are required.

Substitutions: Experience **cannot** be substituted for the Bachelor's degree 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 is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
May lead or supervise less experienced Management Analysts in assigned area.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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
Revised Date: July 2025
Revised Date: November 2025