



LOS ALAMOS

# Los Alamos County

## Job Description and Classification

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**JOB TITLE:** Management Analyst,  
Sr. Management Analyst  
**JOB CODE:** 904, 903  
**CLASSIFICATION:** Exempt  
**DEPARTMENT/DIVISION:** Various  
**SUPERVISOR:** Department/Division Head or designee

### **Position Summary:**

Under general supervision of the Department/Division Head or designee, conducts projects to research and analyze county policies and practices; evaluates compliance with applicable laws and regulations, studies management methods, assists in the implementation of new programs/systems; manages grants/contracts. Assignments may involve administrative, operational, and organizational development activities. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Analyzes business or operating procedures to devise most efficient methods of accomplishing work.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.
- Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems procedures or organizational changes.
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure.
- Recommends budgets for new and on-going systems/programs. Implements new systems/programs. Trains and provides guidance to personnel in systems/programs. May conduct operational effectiveness reviews and financial analysis to ensure functional or project systems are applied and functioning as designed.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Interprets rules and policies regarding customer accounts, billing, and services.
- May be assigned routine tasks involving public interactions, citizen involvement, and independent decision-making using accepted rules and procedures.
- Leads and provides training to employees, including establishing and prioritizing work assignments.
- May supervise personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.

- Manages contracts and grants, including research, applications, compliance, reporting, and financial and operational analysis.
- Recommends new and changes to existing County policies, procedures, legislation, and agreements in collaboration with other departments.
- Identifies, researches, analyzes, and collects data to create statistical reports and documents.
- Ensures strict confidentiality of information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Additional Essential Duties and Responsibilities for Sr. Management Analyst:**

- Manages projects or performs independently, through a committee or as a liaison to a department, division, advisory board, state and/or regional agency, outside vendor, or contractor.
- Represents the County to committees, advisory boards, regional, state, and/or federal agency.
- Manages more technical and complex programs or projects.
- Prepares scope of work and technical specifications for proposed projects and negotiates contracts, as needed.
- Assists in determining staff responsibilities in the execution of programs; monitors the progress of staff members and provides a detailed review of work performed.

**Minimum Qualifications:**

- Bachelor's Degree from an accredited university or equivalent combination of education and related work experience.
- Two years' experience in management analysis, budget preparation and analysis, public administration, data processing, finance/accounting, economics or related field.

**If working in the Fire Department:**

- Must possess or must make application for a DOE Q clearance within thirty days of employment with ability to obtain and maintain a DOE Q clearance and is subject to additional federal background investigation.
- If in possession of a Department of Energy Q clearance; will require successful completion of mandatory drug screening and subsequent random drug screenings.

**Additional Qualifications for Sr. Management Analyst:**

- Additional three years' experience in management analysis, budget preparation and analysis, accounting, personnel management, economics or related field.

**Preferred Qualifications:**

- Bachelor's or Master's Degree from an accredited college or university in Business Administration, Finance, Public Administration, English or related field.
- Department of Energy Q clearance.
- Valid New Mexico driver's license.
- Experience in a lead or supervisory capacity.
- Supervisory experience.
- Public sector experience.

**Knowledge, Skills, and Abilities:**

- Knowledge of finance, accounting, budgeting, cost control procedures, and contract management.
- Knowledge and understanding of integrated program planning, development, and administration within a public institution environment.
- Knowledge and understanding of the principles and processes of computerized business and operating systems.
- Knowledge and understanding of the principles and processes of continuous improvement and management analysis.
- Knowledge of the principles and practices of management, of the structure and processes of government, and of management support functions.
- Knowledge of interview techniques.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in database management.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in organizing resources and establishing priorities.
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to develop and present educational programs and/or workshops.
- Ability to research, apply, manage, and complete reporting on grants, and administer overall grant management.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Ability to edit, organize and present clearly and concisely oral and written reports of findings and recommendations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate effectively, both orally and in writing and the ability to make effective presentations.
- If supervising, ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to complete moderately complex administrative paperwork.
- Ability to use good judgment, analyze and solve problems and prepare reports.
- Ability to meet strict timelines.

**Additional Knowledge, Skills and Abilities for Sr. Management Analyst:**

- Knowledge of budget funding sources and local government.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.
- Ability to analyze complex problems and situations and take effective action.
- Ability to analyze the complex and long-range interrelations involved in financial planning for future development.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is performed in a professional office environment with a moderate noise level. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Satisfactorily complete and maintain compliance with all required training;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed: \_\_\_\_\_ Revised: 3/20/2015, 12/1/2018, 8/1/2022