



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MANAGEMENT PRINCIPAL ADMINISTRATIVE ANALYST

Group-Section: Varies	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 055 Job #: M81
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JOB SUMMARY

Responsible for analyzing and making recommendations to solutions of problems having significant impact to Metropolitan. Area of responsibility includes research and analysis in highly complex areas.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Directs complex economic, financial, and/or organizational studies and analyses concerning a variety of issues such as but not limited to extramural funding programs and Metropolitan-wide policies and procedures.
2. Performs highly complex process mapping, assessment, and redesign studies.
3. Conducts best practices studies to compare Metropolitan practices with those of external public and private agencies.
4. Oversees the preparation of comparative studies and reviews Metropolitan's complex economic and financing problems.
5. Functions as Federal Grants Administrator with regards to reporting, tracking, and compliance with federal grant requirements; and participates in Metropolitan's internal and external audits and provides audit related information to the Office of the Auditor.
6. Oversees the analysis of budget systems, procedures, and requests for departmental expenditures and establishes procedures for studies of receipts, expenditures, operating data, and work programs.
7. May act as liaison and contract administrator between Metropolitan and contractors making special studies for Metropolitan.
8. May participate on behalf of Metropolitan in interagency studies of regional water and economic development plans.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and six years of increasingly responsible relevant experience.

Required Knowledge of: Principles, practices, and methods of administration; management principles and techniques; organizational theory and behavior; procedures development; financial management; and principles of supervision and training. Applicable financial, statistical, and business software applications; research methodology; management information systems; and personnel management. Principles and practices of budget preparation and administration.

Required Skills and Abilities to: Analyze complex administrative, management, financial, systems, and budgetary problems; plan, organize, and conduct complex organizational studies to solve problems in policies, procedures, productivity, operations, cost-effectiveness, quality, and space; analyze systemic organizational problems; coordinate a variety of activities simultaneously with various organizational units; effectively communicate (orally and in writing) to personnel at all organizational levels; prepare clear and concise reports, correspondence, and technical documents; and maintain effective working relationship with personnel at all organizational levels. If required prepare and administer large complex budgets; and prepare and administer complex revenue requirement and rate design. Analyze complex problems; identify alternative solutions; interpret and apply federal, state, and local policies, laws, and regulations; and apply the art of persuasion and negotiation on an individual and group basis.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

Economic analysis; principles of economic forecasting based on interpretation of accounting and financial data; principles and practices of utility rate making; and regulatory principles. Knowledge of Office of Management and Budget circulars for federal grants, including compliance requirements for audit purposes; general research administrative practices and regulatory requirements associated with external grant awards; and ongoing regulatory changes pertaining to grants management.

Job Title: Management Principal Administrative Analyst

Job Code: M81

Adopted: 05/26/05

Revised: 06/19/16

Supersedes: 04/01/12

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PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements