



City of Tempe

STRATEGIC MANAGEMENT ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	301	<i>Department / Office:</i>	Strategic Management & Innovation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Human Resources Technician II
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory and management staff.

May provide functional and technical direction to less experienced staff and/or college interns.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of program management and/or coordination experience in strategic planning, organizational development or performance management. Public sector and/or strategic management facilitation experience is preferred.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in organizational performance, public administration, organizational development or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional, technical and analytical work for the City that advances a high performing, customer-oriented organization that achieves its strategic priorities and to increase the organization's overall effectiveness to make a positive and lasting impact.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with City departments to define and achieve performance measure targets and execute successful business practices; develop an understanding of customer department's business processes and challenges including state and federal legislative requirements, industry standards and trends, staffing trends.
- Consult, advise and facilitate to establish long-term strategy and implementation plans for organizational performance.
- Conduct analysis and research on a broad range of strategic planning and emerging industry innovation and practices.
- Collect information on operational and administrative initiatives and perform comprehensive analysis;
- Develop, facilitate and coordinate citywide strategic management training programs, sessions and workshops.
- Research a wide variety of materials and sources to remain current in the strategic management and public administration fields.
- Assist in the preparation, administration and monitoring of the division's operating budget; maintain and monitor budget controls; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise administrative personnel on budget problems, policies, and procedures.
- Assist in the development of RFP's (request for proposal) for services; exercise technical and functional supervision over the work of external contractors and vendors.
- Prepare, compile, analyze and tabulate comprehensive administrative, operational, and statistical reports; create and analyze surveys; prepare monthly, quarterly, and annual reports. Maintain performance measure data and strategies.
- Serve as liaison between Strategic Management and Diversity Office city employees and project partners; assist project manager in the development and delivery of the division's initiatives.
- Define business processes, objectives and behavioral needs to support organizational development; research and analyze business issues by evaluating workflow, interviewing employees and surveying customers; document steps and desired outcomes for organizational development; research best practices in other cities and agencies.
- Develop and maintain a framework for the design and implementation of technical, operational, and performance standards and guidelines.
- Research, evaluate, and recommend alternative service delivery, solutions and processes including cost impact, the long-term viability of solutions, and the integration across other functional areas of the city.
- Facilitate department and service areas' strategic planning sessions, provide input and suggest ideas on strategic directions.
- Work as a team with City staff to ensure that applied solutions and practices are consistent across the city and that the use of resources are being maximized.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2006</i> <i>Revised October 2016 (retitled to Strategic Mgmt Analyst; update min quals and job duties)</i> <i>Revised October 2021 (update union code)</i> <i>Revised March 2002 (remove driver's license statement)</i> <i>Revised May 2022 (Update reporting relationships, min quals, and job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Strategic Management Analyst

Job Code: 301

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**