

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: 1 Substitute Position	2. Employee's Present Class Title/Code: Chief Management Analyst 9182	3. Present Salary or Wage Rate: \$158,207.76
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4. Reason for Preparing Description:	Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	05/27/15

5. Location of office or place of work: 201 N. Figueroa Street Los Angeles, CA 90012	6. Name of Department <u>BUILDING AND SAFETY</u> Division <u>Resource Mgmt Bureau</u> Section <u>Administrative Services</u>
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name Steve Ongele Title Deputy Superintendent of Building I

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Formulates and oversees implementation of the LADBS budgetary processes. Monitors expenditures and daily status of Departmental funds. Prepares financial reports to Mayor's Office, CAO and City Controller.
30%	Oversees performance of LADBS Enterprise Fund, including monitoring all revenues and expenditures of one of the largest Special Funds in the City. Directs the management, reconciliation, and reporting of all LADBS special funds, per the guidelines set forth by the City Controller, including accounts receivable, FMIS, asset inventory, payroll, cost accounting, and cashing functions.
30%	Serves as Chief of the LADBS Administrative Services Division, overseeing a large staff of professional, technical, and clerical employees responsible for LADBS' budget, contracts and grants administration, communications, risk management, accounting, and records functions. Advises executive staff on complex budgetary and fiscal matters, in conjunction with the Departmental Chief Accountant, as well as personnel, administrative, and public records matters.

9. How long have the duties been substantially as described above? 10 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

General office equipment (i.e., personal computer, calculator, telephone, photocopier, and facsimile), microfilm reader/printer, and an automobile.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 30%

12. Indicate the number of employees supervised by class titles.

Departmental Chief Accountant x1, Principal Accountant x1, Sr Accountant x3, Accountant x6, Accounting Records Supervisor x2, Accounting Clerk x22, Sr Management Analyst x4, Management Analyst x7, Chief Clerk x1, Principal Clerk x1, Storekeeper x1, Warehouse & Toolroom Worker x1, Sr Clerk Typist x8, Clerk Typist x30, Clerk Steno x1

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Duties of a routine nature are supervised on an exceptional basis. Other duties and assignments are discussed in general and at follow up reviews.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Bachelor's Degree; ability to write effectively and to perform statistical and administrative analysis.

(b) Experience (type and length; list appropriate city classes, if any).

Two years experience in a position at a level comparable to that of a Senior Management Analyst.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 15

Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing \_\_\_\_\_

Hands and fingers \_\_\_\_\_

Back, for strenuous labor \_\_\_\_\_

Other/explain \_\_\_\_\_

Hours per  
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Plan and supervise the performance of the Division. Develops policies and methods when preparing proposals/recommendations for improvement or change in operations.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No; amount of bond \$ \_\_\_\_\_

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Interacts with others (i.e., Council staff, departmental and other City department staff, contractors, bidders, and residents) in person, telephonically, and/or by written correspondence daily. Contact includes attending and conducting meetings and representing the

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares response to various audits conducted by the Controller's Office and grant fund providers. Prepares financial reports for Management and as required by Ordinance, prepares mandatory report on the financial status of the Building Permit Enterprise Fund.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ann Conneli FOR Date 5/27/2015