

POSITION DESCRIPTION

DO NOT USE THIS SPACE

City of Los Angeles

1. Name of Employee: Miranda Paster	2. Employee's Present Class Title/Code: Sr. Management Analyst II	3. Present Salary or Wage Rate: \$127,472
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4. Reason for Preparing Description:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 02/24/14
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5. Location of office or place of work: 200 No. Spring St. Room 224 Los Angeles, CA 92660	6. Name of Department Office of the City Clerk Division NABID Section
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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 Holly L. Wolcott Title Interim City Clerk

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
	Refer to attachment.

9. How long have the duties been substantially as described above? 8 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
 Calculator, PC / Printer, Fax, Copier. No unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 60%

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

1 Sr. Management Analyst I, 2 Management Analyst II's, 1 Management Analyst I, 1 Principal Clerk, 1 Field Engineering Associate, 2 Office Engineering Technician II, 2 Senior Clerk Typist, 2 Accounting Clerk II's

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

Signature Holly Wolcott  Date 02/24/14 Phone No. (213) 978-1023

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.

None

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.

The position is expected to function independently with minimal supervision.

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

(a) Education (include specific matter).

Four year college degree required; graduate degree in business or public administration preferred. Experience with business improvement districts desired.

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

Minimum two years of full time paid experience as a Sr. Management Analyst which provides experience in administrative, financial, grants, or legislative work required. Budget, project management and contract administration experience preferred.

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

☒ Strength to: X Lift X Push X Pull

Average weight 5 lbs Heaviest weight 15 lb

☐ 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

frequent

frequent

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

N/A

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.

Responsible for interpreting presenting and explaining established policies and procedures, Streets and Hwys Code, Administrative Code, Municipal Code, Charter, CPRA to the public and private sectors. Responsible for developing new policies and procedures as required.

(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.

Responsible for through subordinate staff the usage and storage of office supplies by Division staff.

(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.

Responsible for through subordinate staff the proper use of, care and maintenance of equipment used by the Division staff.

(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 \$ N/A

(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.

Frequent contact with Councilmembers and their Chief of Staffs, media, frequent contact of upper and middle management staff in CAO, CLA, Mayor, and City Attorney; frequent contact with non profit and private organization representatives relative to NABID Program.

(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

Responsible for managing through subordinate staff all operating records and reports of the Division; prepares the Division budget package' directs the preparation of comprehensive fiscal and administrative contracts, reports and other documents.

Signature of the immediate supervisor _____

Date 02/24/14

Class Title Interim City Clerk

Phone No. (213) 978-1023

Signature of department head [Signature]

Date 2/25/2014

ATTACHMENT, CHIEF MANAGEMENT ANALYST (NABID)

Description of Duties

Responsible for managing all operations of a Division engaged in the development and administration of approximately 57 proposed and existing public safety and special benefit assessment programs, including the generation of over \$45 million dollars in assessment revenue annually for services that are not funded by City resources; and for creating and implementing policies and procedures for the City of Los Angeles Neighborhood and Business Improvement District (BID) Program.

Percent
of
Time

Duties

- | | |
|----|---|
| 60 | Responsible for managing, directing and organizing the work of the managers and personnel engaged in administering the Business Improvement District Operations, Technical and Property Research, Accounts Receivable, Accounts Payable, and Business Improvement District Training and Outreach and grant application functions. The position determines short- and long-term goals and objectives for the City of Los Angeles Neighborhood and Business Improvement District (NABID) Program comprised of 40 active assessment districts with collections totaling more than \$45 million annually. Formulates and implements policies, regulations and procedures relating to the administration of the NABID Program. The position prepares Division budget requests, monitors financial expenditures and oversees all related resource and personnel management and plans, organizes and monitors all work related to the operations of the City Clerk's NABID. Directs the proper implementation of each function, through subordinate supervisors, 12 professional, paraprofessional, technical and general clerical employees comprised of various classifications: Senior Management Analyst, Management Analyst, Field Engineering Aide, and Principal Clerk, Office Engineering Technician and Accounting Clerk II. Coordinates complex business assignments involving the establishment of goals and policies between the business improvement districts, non profit organizations and other City Departments. Reports directly to the City Clerk with weekly, monthly and annual reports of the NABID. Represents the City Clerk at public functions throughout the City; prepares and delivers speeches and presentations to Chambers of Commerce, civic leaders and elected officials in order to explain and clarify the procedures involved in establishing special assessment districts; deliver formal presentations, including analyses and recommendations, to the City Council and its Committees and International Downtown Association Conferences; coordinate with City Councilmembers, their Chiefs of Staff and the Mayor's Office of Economic Development in planning and developing business attraction and revitalization projects. |
| 30 | Through subordinate supervisors coordinates the entire legislative process required for the establishment of all new neighborhood and business improvement districts in the City and the renewal and design of districts; implement and manage existing districts; conducts and certifies results of the special assessment ballot return procedure as provided by the California Constitution. Acts as Chief Accounting Employee for the Division; Supervises through subordinate employees the performance of large assessment collection, deposit and disbursement activities; clarifies, interprets and resolves issues related to Division policies and procedures. |
| 10 | Implements public information campaigns and outreach programs to enlighten the public and property owners of the benefits of assessment districts. Provides comprehensive legislative assistance to the Mayor and Council. Represents the City Clerk with Chiefs of Staff of the members of the City Council, the Mayor's Office, the LA BID Consortium, private sector consultants, constituents, taxpayers, management employees of the City Administrative Officer, City Attorney and Chief Legislative Analyst, and senior level staff in other City and Council agencies in policy and procedural matters related to the preparation, collection and allocation of special assessments. Provides extensive public relations assistance; controls verbal and written responses to complex and sensitive requests received from elected officials, taxpayers and the general public. |