

**City of San José  
CLASS SPECIFICATION**

**MANAGEMENT FELLOW (U) (1626)**

<b>CLASS CODE:</b> 1626		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:**

Performs professional level analytic work of moderate difficulty in areas such as budget review and analysis, organization and methods or personnel analysis, work management and generalized staff analysis. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a general analytic class, where expertise is gathered in a variety of assignment areas to prepare for a career in City of San Jose Analyst classifications. This class of Management Fellow (U) differs from that of Analyst I in that the former is an alternate form of entry to the latter, and generally involves assignments on a project basis in a succession of departments. The latter is the beginning level general analytic class. Incumbents in both classes perform professional level analytic work.

**QUALIFICATIONS**

**Education and Experience:**

Any combination of training and experience equivalent to completion of a Masters Degree, or its equivalent, from an accredited college or university in business or public administration or closely related field.

**Minimum Knowledge, Skills and Abilities:**

- Knowledge of the general principles of public administration, including budget, finance, business statistics, management and administrative methods,
- personnel administration, procurement and general staff work and reporting.
- Knowledge of modern principles of organization, administration, and management.
- Knowledge of report writing techniques and the principles of editing
- Knowledge of basic statistical methods
- Knowledge of basic general research techniques and their application
- Knowledge of city government functions and problems.
- Ability to collect, compile, analyze and interpret data
- Ability to apply principles of public administration to problems in work and develop workable solutions.
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relations with others
- Ability to understand, interpret and apply instructions, rules and regulations
- Ability to assist other employees in technical and procedural activities.
- Ability to understand, interpret and apply instructions, rules and regulations.
- Ability to use automated data processing applications to compile and analyze data and present information.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1.	Participates in analyzing the organization, administration, operations and functions of city departments.	Daily
2.	Performs work flow studies; revises forms, records, filing systems and procedures; conducts studies and proposes resolution of problems in budget and personnel as they relate to organizational development, operations and methods.	Daily
3.	Participates in preparation, review, and administration of operating or capital budgets by doing such work as assembling and analyzing data, structure, functions, practices and program activities as they relate to financial operations; and analyzing manpower, equipment and other requests.	Daily
4.	Participates in recruiting and examining new employees.	Daily
5.	Performs other research and analysis and prepares reports and recommendations.	Daily
6.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS**

	Climbing		Kneeling		Crawling
	Balancing		Lifting		Reaching
	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**CLASSIFICATION HISTORY**

Revised 11/03;s001

Formerly titled Management Intern (U)