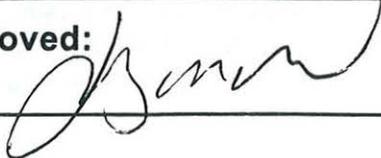


Subject: Career Development of Management Analysts

Number: 2-13

Date Issued/Revised: December 1, 1998

Responsible Department: DAS—Human Resources

Approved: 

Purpose

To establish procedures for the selection, training, development and assignment of Management Analysts.

Policy

The City encourages the development of a generalist management staff to assure itself of an experienced staff and to provide employees with career development and job enrichment opportunities.

Procedures

1. Management Analyst I

Selection: Appointments will be made from the eligible list by department directors. If several positions in different departments are being filled at the same time, a joint interview panel may be formed consisting of department director (or their representatives) in whose departments the vacancies exist.

Promotion: The Management Analyst I class is a class to which the rules of flexible staffing apply (see Administrative Order 2-10). Employees will normally be considered for promotion to Management Analyst II after completing 12 months of service and upon recommendation of the appointing authority, in accordance with the procedure outlined in Administrative Order 2-10.

2. Management Analyst II

Selection: Promotion to Management Analyst II will be through a non-competitive examination process.

Promotion: A Management Analyst II may be considered for promotion to a vacant Management analyst III or Personnel Analyst III position after he/she has acquired the necessary two years of experience as a Management Analyst II and has received above average performance evaluations. It may be to the advantage of Management Analysts II to have experience in more than one assignment area within the City, but it is not a requirement for promotion.

3. Temporary Assignment

Employees may be assigned on a temporary basis to fill vacant Management Analyst positions in other departments or may be temporarily reassigned (loaned) to another department without a vacancy to complete special projects. Temporary assignments may last from several weeks to several months.

4. Transfer

If an analyst is seeking permanent assignment to a different City operation, a request for transfer shall be filed with Human Resources.