



Title: Management Analyst/Sr. Management Analyst

Closes: Open until filled.

Status: Regular Full-Time, 40 hours/week; Exempt under FLSA.

Salary: \$50,461-\$75,896 (DOE)

Location: Pima Association of Governments, Downtown-Tucson, Arizona. Position is eligible for hybrid telework. See Telework Policy below.

About PAG

Pima Association of Governments has an important responsibility: planning for the region's future to enhance our regional mobility, sustainability, and livability. For more information visit our website at www.pagregion.com.

PAG carries out its planning role by working collaboratively with local, state, and tribal members. We pool our resources and provide the best data possible for our leaders to make important decisions that set the stage for economic vitality in our region for years to come. You are the audience, and we gladly share the planning stage with you by seeking your participation and feedback along the way.

As a regional council of governments, PAG conducts business as a federally designated metropolitan planning organization (MPO), which secures federal funding for the greater Tucson region by meeting various designated federal rules and requirements. PAG is required to establish and regularly update a long-range regional transportation plan and a five-year program of transportation improvements.

MPOs are required to represent local governments in all urbanized areas with populations over 50,000, as determined by the U.S. census. The Tucson urbanized area, which has a population of over 200,000, is also federally designated as a transportation management area (TMA). PAG provides its collective voice as the MPO

to set priorities for implementing transportation projects in its five-year improvement program and is responsible for developing other planning projects as well.

PAG's other federally designated responsibilities include regional air quality, water quality and solid waste planning.

In addition, PAG manages the [Regional Transportation Authority](#), a state-established taxing district within Pima County. The RTA oversees implementation of a 2006 voter-approved regional transportation plan and half-cent sales tax which funds the plan through June 2026.

Benefits

Outstanding benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid time off, paid sick time, and paid holidays; tuition reimbursement; state and supplemental retirement plans and more!

To Apply

Please submit a resume and cover letter with your application. To apply, please go <https://pagregion.com/who-we-are/employment/>

The Position

Description Summary:

Under general supervision, the Management Analyst/Management Analyst Sr. is responsible for work of moderate to advanced difficulty in the collection, analysis, and presentation of data. This position is actively involved with the monitoring, analysis, and reporting of budget and vendor performance for various programs, projects, and services. Primary responsibilities of this position may vary and may include any combination of tasks or duties. They will generally be assigned to specific project tasks. Work requires analytical skills, personal initiative, and the ability to derive solutions from data and contextual information.

Job classification, salary, and responsibility levels will be determined based on candidate skills and qualifications.

Essential Duties and Responsibilities:

- Creates databases, spreadsheets, and associated graphics for assignments. Audits expenditure data and assists Program Managers and Coordinators with the projection/forecasting of project cash flow and annual budgets.
- Prepares technical reports and progress reports in areas of assignment.
- Prepares monthly Performance-Based Budget Reports for projects in conjunction with Program Managers as needed.
- Conducts informational meetings for various programs.
- Assists with support of agency committees, including developing reports and presentations for committees as requested.
- Performs other duties as assigned.

Knowledge, Skills, and Other Abilities:

- Standard computer skills in Microsoft Office programs, demonstrated skills creating and formatting data using spreadsheets, and ability to communicate in Microsoft Teams.

- Knowledge of Governmental Fund Accounting and Performance Measurement techniques.
- Familiarity with major Public Sector Budgeting philosophy.
- Ability to perform quantitative analysis and is proficient in using Microsoft Excel spreadsheet program and database programs.
- Ability to gather field data, perform data analysis, produce concise technical writing.
- Ability to maintain effective working relationships with co-workers and jurisdictional members.
- Ability to effectively communicate both orally and in writing with jurisdictional staff, and various staff levels within the organization.

Minimum Qualifications:

Management Analyst:

A combination of knowledge, skills, and abilities to perform duties and either an undergraduate degree in Public Administration, Business Administration, Finance/Accounting or related field; AND 3 years of related experience; OR a graduate degree in related field AND 1 year of related experience; or any equivalent education, training, and experience.

Senior Management Analyst:

A combination of knowledge, skills, and abilities to perform duties and either an undergraduate degree in Public Administration, Business Administration, Finance/Accounting or related field; AND 4 years of related experience; OR a graduate degree in related field AND 2 years of related experience; or any equivalent education, training, and experience.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee is frequently required to drive to locations and participate in outreach events.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee is required to carry promotional materials to events.

Telework:

- This position is eligible for telework. Telework arrangements must comply with PAG's telework policies, requiring a minimum of two days a week (unless other considerations make this infeasible) in-office to perform required office assignments and duties.