City Council Meeting
09-28-26
Item
1.B.6

Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Angela Loera, Senior Management Analyst

Reviewed by: Christopher Smith, Assistant City Manager
Alicia Freeman, Human Resources Manager

Approved by: Joseph D. Irvin, City Manager

Date prepared: September 15, 2026 Meeting date: September 28, 2026

Subject: Senior Management Analyst and Management Specialist Positions

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RECOMMENDED ACTION: Review and approve the proposed classification and staffing changes within the City Clerk and Public Safety Departments to support departmental operations, enhance project management capacity, and maintain City service delivery expectations.

The proposed changes include:

1. City Clerk Department
   - Reclassify 1.0 FTE Administrative Assistant to Management Specialist. The proposed reclassification reflects changes in the scope, complexity, and volume of work assigned to the position and will provide additional professional-level support to meet the operational needs of the City Clerk Department.

2. Public Safety Department
   - Add 1.0 FTE Senior Management Analyst. The Public Safety Department currently has 1.0 FTE Senior Management Analyst. Staff proposes funding for an additional 1.0 FTE Senior Management Analyst dedicated to and funded by the Automated Speed Safety Camera System Pilot Program.

FISCAL IMPACT: Funding for these positions was not included in the FY 2026–27 Adopted Budget. Because the fiscal year is underway, staff are requesting prorated

amounts rather than the full annual funds of $175,697 for the Senior Management Analyst position and a differential of $2,702 for the Management Specialist position.

Requested appropriations:

- $87,849 for the Senior Management Analyst position in Account No. 100-7021-4101-00 (Full-Time Salaries & Benefits).
- $1,351 for the Management Specialist position in Account No. 100-7007-4101-00 (Full-Time Salaries & Benefits). The remaining funds allocated for the Administrative Assistant position will be used to offset costs associated with the Management Specialist position.

STRATEGIC PRIORITY: These items support the City's 2025-2028 Strategic Plan goals.

DISCUSSION: Human Resources, in coordination with the department leadership, conducted a review of the job classifications to ensure alignment with current operational needs, organizational structure, and service delivery expectations.

The proposed reclassification within the City Clerk Department aligns the position with the Management Specialist classification to reflect changes in the scope, complexity, and volume of work, as well as the evolving technical and operational demands and service needs of both internal and external stakeholders. Specifically, the duties and complexity of fulfilling public information requests calls for a position with foundational analytical skills.

The proposed funding within the Public Safety Department for an additional Senior Management Analyst position will provide support to the Automated Speed Safety Camera System Pilot Program. The position will provide analytical, administrative, and program support, including data analysis; development of program progress reports; coordination of administrative appeals; financial analysis and monitoring of program revenues and expenditures; development and administration of the community service program; scheduling and coordination of monthly administrative hearings; contract management; and other related program responsibilities. These functions are critical to the effective administration and evaluation of the pilot program and will support the City's ability to monitor program performance, assess its impact, and provide regular updates to the community and the State of California.

ADMINISTRATION AND FINANCE SUBCOMMITTEE: This matter was reviewed by the Administration and Finance Subcommittee on September 15, 2026. The Subcommittee approved the proposal for reclassification of the Administrative Assistant position to a Management Specialist position in the City Clerk Department. As well as the addition of a Senior Management Analyst position in the Public Safety Department.

ATTACHMENTS:

1. Senior Management Analyst – Job Description
2. Management Specialist – Job Description

CITY OF MALIBU

SENIOR MANAGEMENT ANALYST
Class Description
Established: July 2024
Revised: N/A

FLSA: Non-Exempt

DEFINITION

Under general direction, provides administrative, programmatic, budgetary, grant, and work-flow support to an assigned department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; develops, summarizes, and maintains programmatic, administrative and fiscal records; directs, oversees, and manages one or more department specific programs, special projects and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison to various community, public, and regulatory agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as program and budget development and administration, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Provides administrative support to assigned department, division, and/or commission; takes on the role of Recording Secretary/Clerk of the Board at commission meetings; prepares agendas, and updates applicable web pages,
- Develops and administers program, division, department and/or capital project budgets, gathers and analyzes revenue and expense data and information; reviews departmental budget submittals for accuracy, completeness, and the appropriate allocation of funds; develops budgetary recommendations including forecasts of funding needed for staffing, equipment, and materials; prepares justifications for changes, new services, or additional costs.

- Researches, recommends, and prepares grant applications; administers grant programs including preparing, analyzing, and tracking grant reports, reimbursements, and other financial information; prepares written reports as required by permitting or granting agencies; ensures compliance with grant requirements.
- Leads the development and implementation of key departmental and City projects related to the goals and functions of the department.
- Prepares and submits agenda reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Develops and manages requests for proposals as well as bids for projects and/or services; prepares specifications, solicitations, and requests for qualifications; obtains, reviews, and maintains bid results; negotiates agreements; supports the monitoring and administration of contracts.
- Receives, reviews, and responds to requests for documents including subpoenas; oversees and maintains accurate records and files; provides for storage of records and retention schedules.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Acts as liaison to the public; responds to telephone and website inquiries.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, accounting, economics, or a related field.

Experience:
Five (5) years of increasingly responsible administrative, budgetary, operational, and/or program management experience.

Licenses and Certifications:
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:
- Principles of providing functional direction and training.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of project and/or program management including planning, development, implementation, monitoring, and evaluation.
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Budget development, monitoring and tracking techniques.
- Records management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Advanced principles and practices of business and public administration as applied to city-wide operations, programs, projects, and activities.
- Advanced principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Develop, implement, and administer administrative services for a department or unit.
- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Maintain and direct the maintenance of accurate records and files in both hard copy and computer format.
- Work with contract consultants on a project basis.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.

CITY OF MALIBU

MANAGEMENT SPECIALIST
Class Description
Date Established: May 2024
Date Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision provides technical, administrative, programmatic, budgetary, grant and work-flow support to an assigned department; develops, summarizes and maintains programmatic, administrative and fiscal records; conducts research, compiles data, and makes recommendations for organizational, operational, policy and procedural improvements; provides technical assistance for one or more department specific programs, special projects and studies and performs related administrative support functions; coordinates assigned programs, projects and services with other departments, divisions and outside agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing complex technical and administrative duties in support of departmental programs, budget development and maintenance, special projects, and studies. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Management Analyst in that the latter performs professional level administrative, programmatic, budgetary, grant and workflow support to an assigned department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts and carries out complex technical and administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to assigned department; prepares technical reports; performs and conducts studies and special projects.
- Participates in planning, coordinating, implementing, and promoting assigned programs, projects, and initiatives; participates in the development and implementation of goals, objectives, policies, procedures, and priorities.

- Assists in the development and administration of program, division, department and/or capital project budgets; monitors revenue and expenditures; compiles and reviews departmental budget submittals for accuracy and completeness; assists with preparing justifications for changes, new services, or additional costs.
- Assists with preparing grant applications and administering grant programs including gathering data for grant reports and reimbursements; assists with preparation of written reports as required by permitting or granting agencies.
- Assists in the preparation of requests for proposals and bids; reviews and verifies compliance documentation; maintains copies of contracts, bid documents, proposals, and related information.
- Receives, reviews, and responds to requests for documents including subpoenas; oversees and maintains accurate records and files; provides for storage of records and retention schedules.
- Independently composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department management and staff; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Screens calls, visitors, and incoming mail and emails; assists and directs the public to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to an associate degree from an accredited college or university with major coursework in business or public administration, accounting, or a related field.

Experience:
Three (3) years of increasingly responsible and complex administrative and program support experience.

Licenses and Certifications:
None required.

Knowledge of:
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Basic principles and techniques of research, data collection, and report preparation.
- Methods and techniques of preparing technical reports.

- Basic arithmetic and statistical techniques.
- Basic principles of contract administration.
- Budget development, monitoring and tracking techniques.
- Records management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of business and public administration as applied to citywide operations, programs, projects, and activities.
- Principles and techniques of conducting studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, conduct basic analyses, and summarize information from a variety of sources; and prepare reports.
- Conduct effective administrative and operational studies.
- Maintain accurate records and files in both hard copy and computer format.
- Make accurate arithmetic, financial and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Subject to any reasonable accommodations that is required by the American and Disabilities Act (ADA) or California Disabled Persons Act (CDPA).

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.