



CITY OF HOUSTON
invites applications for the position of:

Management Analyst III

SALARY: \$1,995.00 - \$2,231.00 Biweekly
\$51,870.00 - \$58,006.00 Annually

OPENING DATE: 12/19/22

CLOSING DATE: 01/03/23 11:59 PM

POSITION OVERVIEW:



Applications will be accepted from: All Persons Interested
Division/ Section: George Bush Intercontinental Airport / Outsourced Maintenance
Workdays & Hours: Monday – Friday 7:30am – 4:00pm (Subject to change)

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The purpose of the HAS Maintenance Division is to manage the whole life cycle (planning, design, construction, commissioning, repairing, modifying, replacing and decommissioning/disposal) of physical and infrastructure assets consistent with environmental regulations and best practices. Overall, the HAS Maintenance Division role is to extend the life of Houston Airport System physical assets and replace them when it is not financially feasible to extend the life of these assets.

The Management Analyst III of Outsource Maintenance Services effectively reviews invoices, performs service entries, and assists in monitoring the financial status IAH, HOU, and EFD airports. The duties of the Management Analyst are broad and overlap with other departments such as Finance and Supply Chain Management. The administration of the contract function is to oversee the daily operational needs of the Airport by monitoring the financial expenditures of each contract along with ensuring contract deliverables are met. This position will be assigned duties at all Houston Airport System facilities.

"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."

The **Management Analyst III** duties will include but are not limited to:

- Acts as liaison to assigned departments, areas or agencies in handling financial activities, such as annual operating and capital budgets.
- Maintains, monitors and prepares monthly projections and analyzes daily budget activity and department objectives to prevent potential problems while conforming to administrative goals.

- Assists in resolving expenditure and revenue concerns by implementing alternative solutions.
- Compiles and interprets statistical and graphical data related to departmental operations and performance.
- Reviews and/or approves specific transfers, financial statements and departments'/agencies' requests and actions.
- Assists with implementation of revised management and financial operating procedures and systems.
- Conducts surveys and research related to various management and financial policies and procedures.
- Performs other duties and special projects as requested.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal. Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MINIMUM REQUIREMENTS:

EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

EXPERIENCE REQUIREMENTS

Four years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

Substitutions: Experience cannot be substituted for the Bachelor's degree requirement. A Master's degree in a field directly related to the job may substitute for two years of the above experience requirement.

LICENSE REQUIREMENTS

None

PREFERENCES:

Preferences will be given to applicant with thorough knowledge of SAP, OnBase, Excel, DocuSign, Smartsheet and Word. Preference will be given to applicants that have a CPIM certification (APICS) or other certifications in a field closely related to this position.

*******Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.*******

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

The selection process will involve application review and/or interview. Department may administer skills assessment test.

SAFETY IMPACT POSITION

YES - If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Pay Grade 21

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1043). If you need login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1043). (TTY 7-1-1)

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport System, please visit: https://www.youtube.com/watch?v=EDWLV_sJFoM.

EOE Equal Opportunity Employment

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.houstontx.gov/>

Position #30035
MANAGEMENT ANALYST III
DM

901 Bagby St
Houston, TX 77002

careers@houstontx.gov

Management Analyst III Supplemental Questionnaire

- * 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
 - Yes
 - No
- * 2. What is the highest level of education you have completed?
 - Less than a Bachelor's Degree

- Bachelor's Degree
 - Master's Degree or beyond
- * 3. Please indicate the degree concentration you obtain ("See Resume" is not acceptable, if statement does not apply, please insert N/A)
- * 4. How many years of professional experience in accounting, budget analysis, finance, public administration, or a field directly related to the job do you have.
- Less than 2 years
 - 2 Years
 - 3 Years
 - 4 Years
 - 5 Years
 - 6 Years
 - 7 Years
 - No Experience
- * 5. Are you a Houston Airport System employee?
- Yes
 - No
- * 6. Please indicate your "highest" level of proficiency in Microsoft Office products (Word, Excel, Outlook, PowerPoint).
- BEGINNER: Perform daily word processing tasks, enter and correct data, modify a workbook, format a Worksheet, creates a new e-mail message, checking e-mail.
 - INTERMEDIATE: Basic formatting and create a variety of templates, merges; manage table data, sort and filter merges, reply, forward, print and delete an e-mail message.
 - ADVANCED: Manage table data, sort and filter merges, advanced techniques for analyzing and manipulating data in Excel, delete e-mails from the Inbox, Sent Items and Deleted Items folders, Add, edit, move and delete appointments on your calendar
 - EXPERT: Produce table of contents, footnotes, endnotes, bookmarks, manage Macro commands, and create MS Excel applications, managing multiple calendars
 - No experience
- * 7. What is the largest budget amount that you have been previously assigned to have responsibility for.
- Below \$100,000
 - \$100,000 to \$500,000
 - \$500,000 to \$1,000,000
 - \$10,000,000 to \$100,000,000
 - Over \$100,000,000
- * Required Question