



Human Resources

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Management Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP356	Financial Services	Management Analyst
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$61,339.00 - \$96,866.00	July 23, 2026

The Management Analyst performs a wide range of professional, technical, and analytical duties to support the operational and fiscal efficiency of assigned County departments. Serves as an internal consultant to department leadership, conducts organizational studies, evaluates management practices, analyzes programs and policies, and provides data-driven recommendations to improve service delivery. Responsibilities include bridging the gap between departmental operations and the County's broader fiscal and strategic goals, ensuring that resources are optimized and programs remain compliant with federal, state, and local regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts complex management and organizational studies to evaluate policies, systems, costs, and operations; designs and recommends process, policy, and procedural improvements.
- Participates in departmental budget preparation and analysis; develops revenue and expenditure forecasts, conducts complex fiscal impact analysis, develops cost-allocation models, and monitors budgetary controls to ensure fiscal health.
- Advises department leadership on strategic planning and the implementation of management philosophies to foster a culture of efficiency and accountability.
- Collects and analyzes performance data to evaluate program effectiveness; prepares technical reports that interpret findings and suggest actionable improvements.
- Plans and executes special projects within the department and County.

- Maintains and monitors documentation for grants and other funding sources; ensures compliance with reporting requirements and assists in the application for new revenue streams.
- Prepares and presents comprehensive staff reports, statistical data, and technical records to County leadership, the Board of Commissioners, and various advisory boards.
- Leads or participates in high-priority departmental/County-wide projects, serving as a liaison between various County divisions (e.g., Procurement, Budget, HR) to streamline project delivery.
- Researches and recommends updates to departmental policies and procedures to ensure alignment with County governance and best practices.
- ****The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Administration, Public Administration, Finance, Economics, or a related field.
 - Five (5) years of professional-level experience in administrative, operations, or fiscal analysis.
- *Any equivalent combination of related education and/or experience may be considered for the above requirements.***

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or a tiled floor.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine, and calculator.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- May be required to drive a county vehicle in the course of duty.