

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73221
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	8810		

Job Code Established:	01/01/70	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Management Analyst Series

JOB CODE TITLE: MANAGEMENT ANALYST I

HRIS TITLE: MGT ANALYST I

WORK DESCRIPTION: Conducts broad scope operational and/or program specific analyses of organizational structures, programs, policies, procedures, systems, practices, and operations, for the purpose of improving the effectiveness and efficiency of a program or organization, and performs related work as required. May perform the most difficult, complex, and/or specialized management studies, plan or coordinate projects, and/or supervise a staff of analysts.

The four levels of Management Analysts are distinguished by the level of responsibility and accountability; complexity, difficulty, scope, and impact of project assignments; and responsibility for project coordination or supervision.

Management Analyst I (73221/GR 17) is a participating member of a team performing operational and/or program specific analyses, making a unique and creative contribution, under close technical direction, with less complexity and independence of action than the Management Analyst II, and without responsibility for a major aspect of the project.

Management Analyst II (73222/GR 19 \$) is distinguished from the Management Analyst I by greater independence in the performance of duties, broader scope and impact of work, and a higher degree of technical experience in the area of assignment; may perform without technical supervision; exercises considerable independence of function performing difficult, involved, and varied analyses; provides technical assistance on difficult and novel problems; may assume lead responsibilities for major aspects of projects.

Management Analyst III (73223/GR 20 \$) is distinguished from the Management Analyst II by technical expert and/or team leader/supervisory responsibilities; plans, develops, directs, reviews, and participates in the activities of a staff conducting management studies; and/or serves as a technical expert; plans, develops, and implements complex and/or specialized applications. At this level, while incumbents may have full supervisory responsibilities, they also are expected to provide expert level technical analysis and review.

Management Analyst IV (73225/GR 21 \$) is distinguished from the Management Analyst III by its primary responsibility for supervision and/or technical consultation; conducts or supervises analyses of the most difficult, complex, sensitive, visible, and specialized applications, systems or programs; plans, designs, organizes, directs, and evaluates management analysis function/staff.

WORK ACTIVITIES: Performs studies of policies, procedures, systems, practices, operations and organizational structures to devise the most effective and efficient methods of accomplishing work; confers with agency staff/outside entities; gathers information to define needs; plans and conducts analyses; studies special administrative problems; develops and conducts surveys, compiles information, analyzes findings, and recommends practical solutions; analyzes work processes and makes recommendations for process improvement; designs and modifies automated and manual systems for specific applications; provides help desk services, troubleshooting customer concerns/problems; evaluates existing and proposed administrative policies, procedures, systems and practices; documents findings, prepares comprehensive reports, and makes recommendations for changes to systems, programs, procedures, and

organizations; may present recommendations to management, provide technical assistance or consultation, and coordinate implementation of process improvements and systems; may develop training materials and provide training; may conduct effectiveness reviews to ensure systems are applied and functioning as designed; may develop or update functional or operational manuals outlining established methods of performing work in accordance with organization policy; may evaluate the relevance of existing management analysis concepts and guidelines in order to prepare and tailor plans or individualized approaches to resolve the most complex and specialized management and/or program issues; may develop goals, objectives, and procedures to be followed to conduct studies and carry out program activities effectively; may direct studies, supervise the management analysis function, and/or supervise and coordinate a staff of analysts.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: the principles and practices of public administration with emphasis on effective planning, organization, and management; contemporary business methods, procedures, and practices; the principles and techniques of automated information systems analysis, design, modification, and implementation; principles, research methods and reporting techniques used in administrative studies; operational/programmatic structures, applicable legislation, rules, regulations, standards, policies, procedures, resources and priorities.

Skill/Ability to: identify and analyze organizational and/or procedural problems and determine effective solutions; express ideas and information clearly and concisely, both orally and in writing; establish and maintain effective, cooperative relationships as necessary to conduct work; supervise and evaluate the work of others.

SPECIAL SELECTION FACTORS

Management Analyst I - 73221/GR 17/FLSA: NE

Two years of experience appropriate to the assignment; OR a Bachelor's or Master's degree in a field appropriate to the assignment.

Management Analyst II - 73222/GR 19\$/FLSA: VA

One year of management analysis experience appropriate to the assignment; OR three years of experience appropriate to the assignment; A Bachelor's or Master's degree in a field appropriate to the assignment will substitute for one or two years of the required experience respectively, but will not substitute for the management analysis experience.

Management Analyst III - 73223/GR 20\$/FLSA: VA

Two years of management analysis experience appropriate to the assignment; OR four years of experience appropriate to the assignment; A Bachelor's or Master's degree in a field appropriate to the assignment will substitute for one or two years of the required experience respectively, but will not substitute for the management analysis experience.

Management Analyst IV - 73225/GR 21\$/FLSA: EX

Three years of management analysis experience appropriate to the assignment; OR five years of experience appropriate to the assignment; A Bachelor's or Master's degree in a field appropriate to the assignment will substitute for one or two years of the required experience respectively, but will not substitute for the required management analysis experience.