

## ENTERPRISE STRATEGY ANALYST

### KIND OF WORK

Advanced strategy and analysis work in a specific functional area having Enterprise wide impact within Minnesota Management and Budget (MMB).

### NATURE AND PURPOSE

Under minimal guidance, performs advanced research, analysis, program development, and consultation work as the technical and strategic expert within a functional area of MMB. This includes functional areas within MMB that have Statewide impact such as, but not limited to, Enterprise Human Capital, Debt Management, and other key functional areas. Consults with State agency Directors and Commissioners to recommend strategies that meet the business needs of individual agencies while maintaining the integrity of the given functional area and MMB's strategic plan, from an Enterprise-wide perspective. Acts as the Enterprise-wide expert in the given functional area and maximizes effectiveness of the designated functional area through research, analysis, strategy, implementation and ongoing evaluation. Responsible for coordination of resources across functional areas within MMB, as well as throughout the State, to accomplish objectives, within the bounds of relevant laws, rules and policies as well as legislative initiatives. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as the Statewide expert in a functional area of MMB, signified by its Enterprise impact. Is called upon when advanced technical expertise, complex explanation of procedure or precedence is required. Answers questions requiring sufficient analysis and understanding and gives recommendations based upon expert knowledge of the functional area.

Responsible for creating Statewide strategy related to the functional area served, in relation to the following: overall strategic goals of MMB, responsiveness to the needs articulated by State agencies, and legislative initiatives. Furthers MMB positions and initiatives related to the functional area strategy through communication, cross-collaboration, and solicitation of feedback.

Builds relationships within the Enterprise community in order to develop understanding of common themes within the functional area, initiate dialogue towards identifying gaps, articulate needs and goals persuasively, and secure agency resources to accomplish projects having Statewide impact.

Responsible for creating and maintaining resources and ensuring the delivery of technical/functional training and best practice guidance in the given functional area.

Prioritizes projects through assessment of impact as well as the availability of resources needed to meet the goals. Recommends project initiation based on this assessment and works towards a completed implementation.

Responds to needs of individual State agencies by conducting thorough research and analysis to determine an appropriate course of action in consideration of past precedence and current rules, laws, statute, and other regulatory factors.

Approaches agency requests from a Statewide perspective and produces recommendations based on the highest understanding of risk mitigation and scope of impact. Consults with agency leadership to recommend strategies that meet business needs of agencies while maintaining the integrity of the functional area for which the incumbent is responsible.

Makes decisions on matters impacting the functional area. Is able to articulate a position supporting or opposing initiatives based on expert knowledge and understanding of the area. Able to recommend alternative courses of action if the current recommendation is unsupported.

Seeks to continuously improve the effectiveness and efficiency of the designated functional area by researching current best practice and trends in the field and applying methods of continuous improvement.

Collects feedback from those closely impacted by Enterprise issues and strategies in the functional area and conducts ongoing monitoring and process improvement of program areas. Evaluates the success level of new program or procedural implementation from a statewide purview.

Oversees and manages projects of major functional area priorities that often require coordination of multiple resources across functional areas within MMB as well as throughout the State. Projects are complex, long term, and/or multi-phased, and often will have Statewide implications.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

In-depth technical knowledge of principles and practices gained through extensive training and experience in the appropriate functional area.

Thorough knowledge of rules, laws, administrative procedures, statutes, and other regulatory limits in order to provide correct interpretations and identify freedom to act in unique situations.

Project management experience sufficient to handle numerous projects with the ability to plan, organize, set priorities and delegate.

Skill in:

Establishing and maintaining effective working relationships with leadership, peers, the State HR community and other State employees.

Effectively deliver oral and written communications to groups or individuals in order to advise clarify, negotiate and/or change behavior of others in regard to issues that are very sensitive or highly complex.

Use critical thinking to make impactful decisions with little or no precedent and which require creative thinking or development of new solutions.

Ability to:

Handle issues that may be highly sensitive and/or critical in nature with poise and professionalism.

Organize ideas, conceptualize problems, and categorize relevant and irrelevant data for incorporation into an analysis.

Anticipate and critically analyze a broad range of complex problems and issues.

Independently analyze, prepare and present information on issues that may be highly subjective or variable in nature.

Write professional level documentation which is clear and concise.

Determine the need for, acquire, negotiate the use of, and allocate resources within a finite area.

Exercise considerable discretion in determining strategies and methods.

Direct work activities, mentor, coach and train other State employees in their functional area.

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T.C.: 7/3/18  
Former Title(s): Compensation Analyst