

MANAGEMENT ANALYST 4

KIND OF WORK

Advanced professional organization and administrative analysis work.

NATURE AND PURPOSE

Under administrative direction, as the recognized departmental expert, directs and/or conducts and executes studies for areas with little or no procedural precedent which have major department and/or state-wide policy implications and which may involve major departmental reorganizations, liaison with staff from other agencies, as well as performing as a leadworker for interdisciplinary task forces, to provide management with information necessary for decision-making and long-range organizational or systems planning in an area such as records and publications management; policy and procedures development/analyses; organization of office space; work and information flow; systems analysis/design; data processing; fiscal and budgetary analysis; cost/benefit analysis; review of legislation; and analysis of organizational structure; performs audit and quality assurance functions in terms of providing leadwork direction and review to high-level professional staff; performs related work as required.

This advanced-level professional class requires a broad and situationally responsive grasp of at least one complex body of practices, historical examples and of advanced principles and theories of a specialized field of knowledge needed to establish, conduct and continually improve work processes with strong awareness of immediate and sustained effects on customer satisfaction.

The “Series-at-a-Glance” Chart distinguishes the Management Analyst 4 from the adjacent class of Management Analyst 3. When work activities (e.g., modify current procedures/policies) overlap several adjacent job classes within this series, the importance, autonomy, and frequency of these activities impact the final classification decision.

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

Develops long-range administrative and management strategies to resolve organizational issues by clarifying the scope of issues and assigning responsibility and tasks to various personnel; by developing documents which represent desired directions and ensuring compatibility of new policies with existing statutes, etc.; and by ensuring proper review and feedback from those concerned.

Directs the implementation of new, improved work procedures, simplified and improved techniques to assist the department in meeting operating needs with greater efficiency by applying forms analysis and design, distribution of work, methods analyses and work measurement techniques, revise system procedures and by preparing manuals and other informational materials and making oral presentations to affected staff.

Consults/advises the departmental decision makers, the legislature or others on events or program conditions to communicate significant developments and issues by performing a complete analysis and inventory report; by recommending changes in reporting techniques and maintaining a reports control program; and by using pertinent newsletters, journals and commercial services, newspapers, internal memoranda and professional contacts within and outside of government.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Organization, controls and techniques used in dealing with procedural and management problems.

Organizational structure and methods and procedures of operating divisions, with particular reference to the department to which assigned, principles and techniques involved in work simplification and work measurement studies.

Modern office equipment such as data processing, duplicating and accounting devices and their use.

Ability to:

Appraise and evaluate problems of a procedural nature.

Conduct detailed analyses of work flow and prepare and interpret flow charts.

Prepare complete, comprehensive reports.

Establish and maintain effective working relationships with division heads during studies and during their installation.

Merged: 07/67
Rev.: 07/69, 03/84, 03/95
Ckd.: 06/91, 01/99

T.C.: 12/74, 04/84
Former Title(s): Admin. Analyst 3
Admin. Analyst, Sr.
MA, Princ.