

### MANAGEMENT ANALYST 3

#### KIND OF WORK

Advanced professional organization and administrative analysis work.

#### NATURE AND PURPOSE

Under limited supervision/procedural control, conduct studies of departmental organization, methods and systems to recommend and install new work methods and procedures by determining and monitoring the overall study process and making final recommendations for state-wide or department-wide programs in areas 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 may direct the work of other personnel temporarily assigned from other operating divisions who are assisting in the studies; performs related work as required.

This advanced-level professional class builds upon the foundation of the principles of a general field of knowledge sufficient to critique and evaluate the activities and outcomes of the professional work of others to assure quality and to 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 3 from the adjacent classes of Management Analyst 2 and Management Analyst 4. 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 work examples given, nor does the list include all that may be assigned.)

Evaluates policy, rules, operations, work procedures and/or work methods in the department to provide assistance in solving managerial and procedural problems by defining needs and determining the methodology to be used to monitor, audit and review operations in assigned department-wide/state-wide projects or operational areas; by developing objectives and determining the resources required; by directing the work of individuals from other operating divisions/agencies who may be temporarily assigned to assist with projects; and by developing work plans and assigning priorities and time limits.

Writes or coordinates the writing of reports to provide documentation of findings and to present recommendations by serving as the consultant/coordinator for others assisting in the study; by reviewing the information for accuracy; and by identifying alternatives and options in preparing final recommendations.

Plans and implements altered work procedures, simplified and improved techniques to assist the department in meeting operating needs with greater efficiency by following through on the reassignment of functions, lines of authority, staffing needs, etc.; by applying forms analysis and design, distribution of work, methods analyses and work measurement techniques; by applying revised systems procedures to the operation of existing procedures; and by preparing manuals and other informational materials and making oral presentations to affected staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Organization, controls and techniques used in dealing with procedural and management problems sufficient to determine the methodology and resources required and to develop work plans to complete assigned studies.

Organizational structure, methods and procedures of operating divisions sufficient to review, analyze and evaluate operations and recommend and install new/revised procedures.

Modern office equipment and EDP principles sufficient to design and implement systems for their use.

Techniques of job analysis sufficient to measure and simplify work procedures and analyze work methods.

Accounting techniques sufficient to perform fiscal and budgetary management.

Ability to:

Appraise and evaluate problems of a procedural nature.

Prepare complete, comprehensive reports.

Establish and maintain effective working relationships with supervisors and employees during the course of study and installation of new procedures.

Est.: 09/68

Rev.: 11/71, 07/73, 03/84, 03/95

Ckd.: 06/91, 07/99

T.C.: 12/74, 04/84

Former Title(s): Admin. Analyst 2

MA, Sr.