

MANAGEMENT ANALYST SUPERVISOR 1

KIND OF WORK

Professional-supervisory organization and administrative analysis work.

NATURE AND PURPOSE

Under limited supervision/procedural control, conducts continuing and special studies of departmental organization, methods, and systems requiring specialized knowledge of program operations and the application and interpretation of policy to recommend and install new or revised work methods and procedures for clearly defined problems in areas such as records and publications management; policy and procedures development/analysis; organization of office space; work and information flow; systems analysis/design; data processing; fiscal and budgetary analysis; cost/benefit analysis; review of legislation; and/or analysis of organizational structure; performs related work as required.

This journey-level professional-supervisory class requires a foundation in the principles of a general field of knowledge, including involved practices and historical examples needed to conduct and continually improve work processes with strong awareness of immediate and sustained effects on customer satisfaction.

The “Series-at-a-Glance” Chart distinguishes Management Analyst Supervisor 1 from adjacent class of Management Analyst Supervisor 2. 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.)

Supervisory responsibility includes assigning and controlling the work of subordinate staff, training employees, effectively recommending hiring and disciplinary actions and conducting performance evaluations as per M.S. 179A.03, Subd. 17.

Analyzes specific areas of operating divisions such as computer or telecommunication systems, staffing and programs, records management, organizational structure, office space requirements and layout, work methods and procedures to develop, revise and modify policies and procedures by conferring with operating personnel, making on-site observation and determining user needs; by establishing systems requirements and operation/administrative procedures and communicating these needs to EDP personnel; by preparing flow charts and planning and carrying out design studies to determine needed improvements; and by analyzing applications for technical feasibility.

Initiates and develops procedures to improve/revise the processing of information by reviewing automated data processing procedures; by evaluating input and corrections procedures and communicating operating requirements to programming and systems personnel; by establishing procedures to control data flow throughout the test and production process; and by assisting in the development of systems specifications for editing input forms.

Drafts policy and procedures manuals or other instructional materials to detail procedures to implement findings by defining operational steps; determining content and layout of information and preparing narrative charts and flow charts; revising/updating forms and other related data as required; and ensuring that procedures are in accord with established policy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

The organizational structure and methods and procedures of operating divisions within the employing department.

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

The principles and practices of employee supervision.

Ability to:

Appraise and evaluate problems of procedural nature.

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

Prepare clear and concise reports.

Supervise assigned staff of state employees.

Est.: 07/81
Rev.: 03/95
Chk: 07/99

T.C.: 04/84
Former Title(s): Management Analyst Int.
Supv.