

CLASSIFICATION: SENIOR MANAGEMENT ANALYST

Class Code: 8126-26

Date Established: 01-17-74

Occupational Code: 7-1-4

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To formulate, refine and implement management and related systems in order to increase overall organization effectiveness.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Analyzes and evaluates current management methods and procedures and recommends necessary changes in organizational structure, performance criteria and administrative policies.
- Supervises collection of statistical data, develops statistical reports and draws conclusions used by program planners and managers in administrative decision-making.
- Develops agency-wide policy manuals covering all areas of administration and assists administrative staff in the establishment of policy manuals covering the specific operations of their respective units.
- Coordinates agency programs to insure efficient use of material, facilities, training and data to provide maximum services.
- Develops formal lines of communication between agency personnel, including providing information, instructions and directives in order to attain cooperation and fulfill agency objectives.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

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Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in business administration, public administration, mathematics, accounting, statistics, economics or a field of study related to the job functions of the position vacancy, as defined on the supplemental job description.

Experience: Five years' experience performing management analysis responsibilities relevant to the position vacancy as defined on the supplemental job description, including duties related to staff development, economic planning, budget analysis, data management or other relevant areas. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of modern management organizations including the principles and practices of financing and budgeting. Ability to analyze functions and organizations and to make recommendations based upon sound management principles. Ability to apply established practices, theories, techniques and methodology of management to problems in both defined and abstract areas. Ability to absorb and understand the overall programs of an agency and to develop proposals for efficient operation. Ability to establish and maintain harmonious relationships with division heads, employees, other agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.