

CLASSIFICATION: MANAGEMENT ANALYST

Class Code: 6075-21

Date Established: 05-29-67

Occupational Code: 7-1-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To analyze and develop management methods and procedures and to recommend the establishment of new or revised systems for management.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Studies current work procedures and assists in the development of management, analytical and program policies.
- Coordinates agency programs to ensure efficient use of materials, facilities, training and data.
- Develops and implements performance management or systems control programs to enforce compliance standards.
- Researches and interprets statutory and regulatory changes; recommends corresponding changes in agency policy.
- Plans management studies and develops statistical reports for use by planners, managers, contributors and the public.
- Monitors the flow of agency communications and recommends changes to insure the free and accurate flow of internal instructions and directives.
- Supervises subordinate agency staff, including assigning job duties and giving instructions.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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 summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in business administration, public administration, mathematics, accounting, economics, statistics, or data processing, including or supplemented by courses in systems and procedures systems planning. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in business systems methods study, personnel or industrial management, budget analysis, production control or other specialized management experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license required if necessary to travel to offices and/or employers to perform job accountabilities.

RECOMMENDED WORK TRAITS: Knowledge of management analysis techniques including the principles and practices of financing and budgeting. Knowledge of current developments in computer systems analysis, management information systems and electronic data processing. Knowledge of the applications and use of modern office equipment. Knowledge of management principles and practices including organizational structure, staffing patterns and administrative control techniques. Knowledge of the principles and practices of financial administration, governmental budgeting and general services administration. Knowledge of the principles of effective management administration. Ability to communicate effectively. Ability to establish and maintain effective working relationships with subordinates, associates, and professional organizations. 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.