

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Management Analyst

SERIES NUMBER

6321

MAJOR AGENCIES

All Agencies

EFFECTIVE

12/29/2013

SERIES PURPOSE:

The purpose of the management analyst occupation is to ensure optimum productivity, efficiency & quality of agency operations &/or services.

JOB TITLE

Management Analyst

JOB CODE

63211

PAY GRADE

30

EFFECTIVE

03/26/2013

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of business or public administration in order to monitor & analyze operations, systems or procedures of assigned agency to determine needed improvements & research proposed programs, policies &/or legislation to determine feasibility or impact of implementation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Management Analyst	63211	14	03/26/1990	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches & analyzes existing operations, systems & procedures to determine where necessary improvements are needed & proposed programs, policies &/or legislation to determine feasibility or impact of implementation (e.g., measures & evaluates work flow in all agency sections; conducts cost & time studies; conducts quality control studies on operations, services or procedures; ensures compliance with state, federal, agency &/or program rules & regulations).

Prepares comprehensive written reports summarizing findings & recommendations to increase agency efficiency & effectiveness; utilizes computer equipment to generate statistical reports.

Plans, organizes & implements studies to be used during analysis; implements solutions to problems studied; assists in &/or develops new systems, policies &/or programs to increase agency efficiency & effectiveness; trains agency personnel in completion of standardized activity reports used to collect data regarding individual jobs (e.g., time required to complete job or series of tasks or procedures followed in completion of job or tasks).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fiscal management (e.g., accounting, public budgeting); business administration: management science or public administration; programs, operations, laws, rules & procedures of assigned agency*; operations research techniques or statistical techniques used in managerial decision making process. Ability to deal with many variables & determine specific course of action; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration.

-Or 2 yrs. trg. or 2 yrs. exp. in research & analysis & written documentation of findings.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require overnight travel.