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| STATE OF OHIO (DAS)<br>CLASSIFICATION<br>SPECIFICATION | <b><u>CLASSIFICATION SERIES</u></b><br>Management Analyst | <b><u>SERIES NUMBER</u></b><br>6321S  |
|  | <b><u>MAJOR AGENCIES</u></b><br>Secretary of State only   | <b><u>EFFECTIVE</u></b><br>09/22/2013 |

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

At the lower level, incumbents analyze existing operations, systems & procedures for deficiencies &/or determine financial & programmatic impact & feasibility of proposed programs.

At the higher levels, incumbents supervise unit or team of management analysts or supervise lower-level management analyst supervisors or serve as agency manager formulating policy & directing implementation of policy.

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| <b><u>JOB TITLE</u></b><br>Management Analyst | <b><u>JOB CODE</u></b><br>63211S | <b><u>PAY GRADE</u></b><br>10 | <b><u>EFFECTIVE</u></b><br>09/22/2013 |
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**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.

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| <b><u>JOB TITLE</u></b><br>Management Analyst Supervisor 1 | <b><u>JOB CODE</u></b><br>63215S | <b><u>PAY GRADE</u></b><br>12 | <b><u>EFFECTIVE</u></b><br>09/22/2013 |
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**CLASS CONCEPT**  
The supervisory level class works under general direction & requires considerable knowledge of business or public administration in order to supervise team or unit of management analysts responsible for monitoring specified operation, system, service or procedure of assigned agency or serve as agency manager (i.e., on behalf of agency, formulates & responsibly directs implementation of policy).

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| <b><u>JOB TITLE</u></b><br>Management Analyst Supervisor 2 | <b><u>JOB CODE</u></b><br>63216S | <b><u>PAY GRADE</u></b><br>14 | <b><u>EFFECTIVE</u></b><br>09/22/2013 |
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**CLASS CONCEPT**  
The managerial level class works under general direction & requires thorough knowledge of business or public administration in order to plan & direct entire management evaluation & monitoring program for assigned agency & supervise lower-level management analyst supervisors or plan, direct & coordinate activities of multiple teams or units of management analysts & supervise team/unit supervisors or serve as agency manager (i.e., on behalf of agency, formulates & responsibly directs implementation of policy).

| <u>JOB TITLE</u>   | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
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| Management Analyst | 63211S          | 41           | 09/22/2013       | 10               |

**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.

| <u>JOB TITLE</u>                | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------------------|-----------------|--------------|------------------|------------------|
| Management Analyst Supervisor 1 | 63215S          | 41           | 09/22/2013       | 12               |

**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.)**

Supervises unit or team of management analysts in evaluation of financial & programmatic impact of specified operations, system, service or procedure of assigned agency (e.g., claims processing; surveillance & utilization review audits) or serves as agency manager (i.e., on behalf of agency, formulates policy & responsibly directs implementation of policy).

Establishes guidelines & time frame for analysis of programs, operations or procedures, monitors work product & provides technical assistance to team/unit members.

Prepares reports based on analyses conducted; prepares monthly, quarterly & annual reports of unit/team activity; makes recommendations on changes in policy & procedures; develops program plans & proposals.

Attends meetings; communicates with other departments & divisions, consultants &/or communities; prepares correspondence.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fiscal management (e.g., accounting; public budgeting & spending); 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 processes; manpower planning\*; supervisory principles/techniques\*; employee training & development\*. 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; 1 yr. exp. in research & analysis & written documentation of findings.

-Or completion of undergraduate core coursework in academic field of study commensurate with program area to be assigned as outlined per approved Position Description on file; 12 mos. exp. in research & analysis & written documentation of findings.

-Or 3 yrs. trg. or 3 yrs. exp. in research & analysis & written documentation of findings.

-Or 12 mos. exp. as Management Analyst, 63211S.

-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.

| <u>JOB TITLE</u>                | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------------------|-----------------|--------------|------------------|------------------|
| Management Analyst Supervisor 2 | 63216S          | 41           | 09/22/2013       | 14               |

**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.)**

Plans & directs entire management evaluation & monitoring system for specified program of assigned agency (e.g., quality control) & supervises lower-level management analyst supervisors or plans, directs & coordinates activities of multiple teams or units of management analysts & supervises team/unit supervisors or serves as agency manager (i.e., on behalf of agency formulates & responsibly directs implementation of policy).

Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; prepares &/or revises manuals, policies, programs, proposed rules, regulations &/or directives.

Implements organizational & management improvements in operating units, other agencies, institutions &/or boards; provides technical direction & assistance to managerial & supervisory personnel involved in implementation of improvements or new programs.

Attends meetings; provides advice to public officials; serves as liaison with public & private agencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fiscal management (e.g., accounting, public budgeting & spending); 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 processes; manpower planning; employee training & development\*; supervisory principles/techniques\*; public relations\*; English composition & grammar or technical writing\*. Ability to deal with many variables & determine specific course of action; use proper research methods in gathering data; gather, collate & classify information about data, people or things; draft &/or edit administrative policies, procedures, informational booklets &/or directives.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in business or public administration; 2 yrs. exp. in management analysis.

-Or completion of undergraduate core coursework in academic field commensurate with program area to be assigned as outlined per approved Position Description on file; 2 yrs. exp. in management analysis.

-Or 4 yrs. exp. in planning & coordinating management evaluation & monitoring programs.

-Or 1 yr. exp. as Management Analyst Supervisor 1, 63215S.

-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 travel.