NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Management Analyst 1	CODE: 63211C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from management analyst 3, 4 or 5 or other administrative superior, assists in analyzing existing departmental systems, operations & procedures in order to determine necessary improvements;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Researches & analyzes existing operations, systems & procedures to determine where improvements are needed.	Knowledge of (1) programs, operations, laws, rules & procedures of assigned agency*, (2) public administration or business administration: management science, (3) operations research techniques or statistical techniques used in mangerial decision making processes*; ability to (4) deal with many variables & determine specific action, (5) gather, collate & classify information about data, people or things, (6) cooperate with co-workers on group projects.
2	14-34	Prepares reports & recommendations, advises decision makers on changes needed based on findings of research & analyses.	Knolwedge of 1*, 2, 3*, (7) english grammar & composition; ability to 4, 5, 6, (8) prepare meaningful, concise & accurate reports.
3	5-15	Assists higher-level management analysts & managers in developing & coordinating projects & in implementing proposals.	Knowledge of 1*, 2; ability to 4, 5, 6.
4	3-13	Performs related administrative duties (e.g., designs & evaluates forms; coordinates activities with other agencies); provides information regarding programs; prepares correspondence; maintains records.	Knowledge of 1*, 7; ability to 4, 5, 6, (9) write routine business letters reflecting standard procedures, (10) maintain accurate records.

(6/8)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework in business administration: management science or public administration (or 2 yrs. exp. in research & analysis & written documentation of findings); or equivalent.