OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Management Analyst 2	63212C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ

FUNCTION: Under general supervision from management analyst 3, 4 or 5 or other administrative superior, plans & conducts analyses of existing departmental systems, operations & procedures to determine necessary improvement & of proposed programs, policies &/or legislation to determine feasibility or impact; may provide advice or assistance to lower-level management analysts;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	29-49	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.	Knowledge of (1) fiscal management (e.g accounting, public budgeting), (2) business administration: management science or public administration, (3) programs, operations, laws, rules & procedures of assigned agency*, (4) operations research techniques or statistical techniques used in managerial decision making processes; ability to (5) deal with many variables & determine specific course of action, (6) gather, collate & classify information about data, people or things, (7) work alone on most tasks.
2 (49)	9-29	Prepares reports summarizing findings & recommendations to increase agency/institution efficiency & effectiveness.	Knowledge of 1, 2, 3*, 4, (8) english grammar & composition or technical writing; ability to 5, 6, 7, (9) prepare meaningful, concise & accurate reports.
3	9-29	Plans, organizes & implements studies to be used during analyses.	Knowledge of 1, 2, 3*, 4, 8; ability to 5, 6, 7, (10) use proper research techniques.
4 1231-7-17	10-30	Implements solutions to problems studied; assists in &/or develops new systems, policies &/or programs to increase agency/ institution efficiency & effectiveness.	Knowledge of 1, 2, 3*, 4, 8; ability to 5, 6, (11) cooperate with co-workers on group projects.

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 mos. exp. as Management Analyst 1, 63211; or completion of undergraduate major program core coursework in business administration: management science or public administration & 6 mos. exp. in research & analysis & written documentation of findings; or 3 yrs. exp. in research & analysis & written documentation of findings.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	0-6	Performs related administrative duties (e.g., chairs or attends meetings; disseminates information; maintains records; prepares correspondence & operating reports).	Knowledge of 1, 2, 3*, 4, 8; ability to 5, 6, 9, 11, (12) answer routine business correspondence & maintain accurate records.

(62a)

123:1-7:17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

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