NEW AUG 0 - 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Management Analyst 3 (Exempt)	CODE: 63213C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from management analyst 4 or 5 or other administrative superior, directly supervises personnel in development & completion of research projects & technical assignments & develops, organizes & implements management information, evaluation & monitoring systems; may assume duties of immediate supervisor in his/her absence when assigned; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	30-50	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., personnel engaged in development & completion of research projects, data analysis & other technical assignments); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) business administration: management science or public administration, (2) programs, operations, laws, rules & procedures of assigned agency*, (3) operations research techniques or statistical techniques used in managerial decision making processes, (4) manpower planning, (5) supervision*, (6) human resource training & development; ability to (7) deal with many variables & determine specific course of action, (8) establish friendly atmosphere as supervisor of work unit.
2 (62)	22-42	Develops, organizes & implements management information, evaluation & monitoring systems, establishes guidelines & time frame for analyses of programs, operations & procedures & conducts more complex analyses.	Knowledge of 1, 2*, 3, 4, (9) fiscal management (e.g., accounting, public budgeting & spending); ability to 7, (10) use proper research methods in gathering data, (11) gather, collate & classify information about data, people or things.
3	12-32	Prepares & directs preparation of reports based on analyses conducted; makes recommendations on policies & procedures; develops program plans & proposals.	Knowledge of 1, 2*, 3, 9, (12) English composition & grammar or technical writing; ability to 7, 11, (13) prepare meaningful, concise & accurate reports & write &/or edit policies & procedures.

123'-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of major core coursework for baccalaureate degree in business administration: management science or public administration as required by college or university & 12 mos. exp. in development, organization & implementation of management information, evaluation & monitoring systems (or 4 yrs. exp. in development, organization & implementation of management information, evaluation &

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	3-9	Attends meetings; communicates with other departments & divisions, consultants &/or communities; prepares correspondence.	Knowledge of 12, (14) public relations; ability to 11, (15) write routine business letters reflecting standard procedures, (16) handle routine &/or sensitive inquiries & contacts with government officials & general public.

(622)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* monitoring systems); or equivalent. Applicants with 6 mos. exp. as Management Analyst 2, 63212 qualify.

TRAINING & DEVELOPMENT

FORM ADM-4134

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