NEW AUG 0 2 1987

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

FUNCTION: Under general supervision from management analyst 4 or 5 or other administrative superior, develops, organizes & implements management information, evaluation & monitoring systems & monitors work product & provides technical assistance to assigned staff or other departmental &/or institutional personnel participating in specific project; 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	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) fiscal management (e.g., accounting, public budgeting & spending), (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, (5) manpower planning; ability to (6) deal with many variables & determine specific course of action, (7) use proper research methods in gathering data, (8) gather, collate & classify information about data, people or things.
2	30-50	Monitors work product of & provides technical assistance & direction to other departmental/institutional personnel assigned to participate in specific projects.	Knowledge of 2, 3*, 4, 5, (9) functional supervision*, (10) human resource training & development; ability to 6, (11) establish friendly atmosphere as project leader.
3	12-32	Prepares reports based on analyses conducted; makes recommendations on policies & procedures; develops program plans & proposals.	Knowledge of 1, 2, 3*, 4, (12) English composition & grammar or technical writing; ability to 6, 8, (13) prepare meaningful, concise & accurate reports & write &/or edit policies & procedures.

(623)

123:1-7-17

*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 & 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 & monitoring systems); or equivalent.

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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 8, (15) write routine business letters reflecting standard procedures, (16) handle routine &/or sensitive inquiries & contacts with government officials & general public.

(624)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Applicants with 6 mos. experience as Management Analyst 2, 63212 qualify.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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