NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Management Analyst 4 (Exempt)	CODE: 63214C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: City., Univ.

FUNCTION: Under administrative supervision from higher-level management analyst, agency director or deputy, or other administrative superior, plans, directs & coordinates management evaluation & monitoring program & directly supervises lower-level management analysts &/or other technical or managerial personnel, or directs & establishes standards for quality control of specific program having impact on employees of all governmental entitities (i.e., state, local, county & university) & private sector (e.g., Bureau of Workers' Compensation quality control program), or plans, directs & coordinates programs of unit in Office of Budget & Management with accounting staff of other state agencies & monitors activities of agency personnel while implementing internal accounting systems in those agencies;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-57	Plans, directs & coordinates management evaluation & monitoring program & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level management analysts &/or other technical or managerial personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, or directs & establishes standards for quality control of specific program having impact on employees of all governmental entities (i.e., state, local, county & university) & private sector (e.g., Bureau of Workers' Compensation quality control program), or plans, directs & coordinates programs of unit in Office of Budget & Management with accounting staff of other agencies & monitors activities of agency personnel while implementing internal accounting systems in those agencies.	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, (6) human resource training & development, (7) supervision*, (8) public relations, (9) English composition & grammar or technical writing; ability to (10) deal with many variables & determine specific course of action, (11) use proper research methods in gathering data, (12) gather, collate & classify information about data, people or things, (13) establish friendly atmosphere as supervisor of work unit or as project supervisor. *Developed after employment

(625)

125:1-7-17

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 & 18 mos. exp. in management analysis (or 5 yrs. exp. in planning & coordinating management evaluation & monitoring programs); or equivalent. Applicants with 12 mos. exp. as Management Analyst 2, 63212 or 6 mos. exp. as Management Analyst 3, 63213 qualify.

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JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	13-23	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.	Knowledge of 1, 2, 3*, 4, 9; ability to 10, 11, 12, (14) draft &/or edit administrative policies, procedures, informational booklets &/or directives.
3	15-35	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.	Knowledge of 1, 2, 3*, 5, 6, 7, 8; ability to 10, (15) handle sensitive contacts with government & community officials &/or public.
4	5-15	Attends meetings; provides advice to public officials; serves as liaison with public & private agencies.	Knowledge of 1, 2, 3*, 5, 6, 8; ability to 10, 15.

(626)

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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