NEW AUG 0 2 1987

**OHIO CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

| CLASS TITLE: | CODE: |
|---|---|
| Management Analyst 4 | 63214C |
| **MAJOR AGENCIES:** County Offices, Universities | **JURISDICTION:** Cnty., Univ. |

**FUNCTION:** Under administrative supervision from management analyst 5, agency director or deputy director, or other administrative superior, plans, directs & coordinates management evaluation & monitoring program, or acts as central office consultant for specific management evaluation & monitoring program of agency having administrative control over institutional & boards operations (e.g., Department of Mental Health's Automated Cost Management System & part of associated feeder systems; community financial management system);

- PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 37-57 | Plans, directs & coordinates management evaluation & monitoring program, or acts as central office consultant for specific management evaluation & monitoring program of agency having administrative control over institution or boards operations (e.g., Department of Mental Health's Automated Cost Management system & part of associated feeder systems; community financial management system). | 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) functional 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 project leader. |

(622)

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 & 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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CLASSIFICATION
SPECIFICATION
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CLASS TITLE: Management Analyst 4

CODE: 63214C

MAJOR AGENCIES: County Offices, Universities

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, 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. |

(628)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Management Analyst 4

CODE: 63214 C