

Specification for Class of

MANAGEMENT ANALYST 4

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Under the Management Analyst Chief, plans, develops, and conducts management and organization analysis activities for the Office of Program Planning and Fiscal Management or acts as head of a management analysis section in a large department.

These positions are found in the Management Services Division of the Office of Program Planning and Fiscal Management and as the heads of management analysis sections in other departments. They are responsible for heading up and carrying out continuous evaluations of programs and activities on an agency-wide basis. Supervision is exercised over subordinate management analysts in management analysis sections.

Typical Work

Serves as consultant to agency and departmental executives who require special managerial skills to investigate and resolve operational and administrative problems with special emphasis on management self-improvement;

Conducts systematic studies of interagency relationships, departmental organization, procedures, and related projects;

Analyzes variety of problem areas, e.g., organizational structure, communications and cost-performance relationships to determine course of action needed to resolve problems;

Devises methods for evaluating effectiveness of existing management practices and recommends improvements where needed;

Supervises and participates in studies and analysis of forms, procedures, practices and systems and recommends such changes as are needed to improve the effectiveness of the operating units;

Establishes study priorities, periodically reviews entire agency's operation to isolate problem areas and delineate needed studies; recommends studies to Director;

Establishes procedures for periodic reviews in assigned areas, and submits periodic reports of work progress to Director;

Performs or supervises the performance of special studies as assigned; coordinates work of Management Services unit with work of other units and divisions; evaluates effectiveness of operating units; analyzes costs and performance of units, delineates needed improvements, changes, or modifications to eliminate duplication, provide ongoing evaluations and free under-utilized resources for productive services;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: principles and techniques of management and organization analysis; principles of administration; office engineering; forms design; business machine utilization; systems and procedures analysis; industrial psychology, sociology, and engineering; accounting; research methods; statistics; performance budgeting.

Ability to: conceive, plan, conduct and coordinate management analysis and reporting programs; analyze and interpret complex data; write reports clearly and effectively; develop methods and techniques for solving varied complex management problems; work effectively with others; think creatively; integrate abstract concepts; present ideas effectively in writing and orally.

#### Minimum Qualifications

A Bachelor's degree involving major study in public administration, business administration, industrial psychology, industrial sociology, industrial engineering or closely allied field.

#### AND

Five years of administrative, supervisory or consultative experience in government or private industry, including or supplemented by three years of technical experience in management or administrative analysis.

Management or administrative analysis experience is interpreted to mean performance in a position which has been specifically and regularly assigned responsibility for planning and conducting intensive organization, administrative, systems, methods, personnel or budget and finance studies and surveys leading to

MANAGEMENT ANALYST 4

11820

program evaluation and improvement. Such experience is normally gained in a staff agency or staff position.

Graduate training in one or more of the above disciplines may be substituted, year for year, for the administrative, supervisory, or consultative experience.

New class: 7-1-67

General revision: 12-1-69