

MANAGEMENT ANALYST III

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in analyzing and developing improved managerial procedures and practices.

Employees in this class perform the full range of complex technical management analysis work, including independent work in specialized area and may supervise a management analysis program which covers a small number of interrelated organizational units and a variety of work processes, functions and programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned: any one position may not include all the duties listed.)

Performs studies, research, analyses and evaluation of organizational structure, functions, work methods, manpower utilization, feasibility of proposed procedure changes, and relationships between various organizational divisions; recommends changes, develops procedures and necessary forms to implement changes, and prepares related procedural instructions.

Develops plans of service for operational units or entire organization and appraisals of effectiveness and efficiency of operations.

Compiles and analyzes data for management to consider in policy formulation, program planning, and for operational and administrative purposes.

Conducts studies of space utilization; draws and submits floor plans and recommends changes in assignments of space.

Performs forms control work; reviews request for new or revised forms or publications for conformity with established policies; recommends approval, modification or disapproval of requests.

Reviews and prepares comments on proposed legislations for impact upon organizational operations.

Supervises a management analysis program which covers a small number of interrelated organizational units and a variety of work processes, functions and programs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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Knowledge of/principles, practices, methods and techniques of modern management and public administration and statistical analysis.

Page 2
MANAGEMENT ANALYST III

Knowledge of departmental/agency program objectives, policies, standards, procedures and activities.

Knowledge of computer system application and office service equipment.

Ability to supervise the work of others is required for supervisory positions in this class.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to gather, organize, correlate and analyze facts and devise solutions to difficult management problems.

Ability to develop methods and procedures for analyzing systems, procedures, or organizational changes.

Ability to make oral and written reports and presentations and prepare charts and graphs clearly and concisely.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience as a Management Analyst II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission