

## MANAGEMENT ANALYST I

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform routine management analysis work independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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.)

Assists in the review and evaluation of organizational units, processes and functions.

Gathers and organizes information on a specific problem or procedure.

Assists senior management analyst in the development and preparation of organizational goals and objectives.

Analyzes routine departmental procedures, methods and program objectives and prepares reports and recommendations.

Assists in conducting operational effectiveness reviews to insure functional or project systems are applied as designed and functioning satisfactorily.

Assists higher level management analysts on more complex projects.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of computer system applications and office service equipment.

Ability to gather, organize and analyze facts and devise solutions to assigned problems.

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

Ability to work effectively with the public and employees.

Page 2  
Management Analyst I

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) 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



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DAVID R. FLORES, Executive Director  
Civil Service Commission