

MANAGEMENT ANALYST IV

NATURE OF WORK IN THIS CLASS:

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

Employees in this class supervise a management analysis program of a large number of interrelated organizational units and a wide 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.)

Supervises management studies of departmental/agency policies and operations; assigns and evaluates the work of task force personnel and assists with unusual problems encountered; analyzes problems in terms of organizational objectives, statutory requirements, budgetary constraints, manpower utilization, and management information requirements; reviews and presents recommendations based upon study findings.

Identifies and defines management problems and coordinates the scope and priority of improvement studies; coordinates management analysis studies with other staff services.

Collaborates with data processing specialists in the design and installation of data processing and management information systems.

Recommends organizational structures, performance criteria, and administrative policies and develops management methods and techniques.

Directs the preparation of user manuals; recommends approval/disapproval of deviations from procedures.

Coordinates reviews of proposed legislation; determines impact upon organizational operations; estimates effects and monitors progress.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the application and uses of modern office equipment and appliances.

Knowledge of the basic trends and current development in general management.

Page 2
MANAGEMENT ANALYST IV

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

Ability to supervise a management analysis program.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

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.

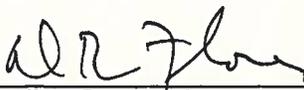
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Management Analyst III 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