

MANAGEMENT ANALYST II

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform moderately complex management analysis work independently on an on-going basis and participate in the full range of complex professional duties under closer supervision.

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.)

Analyzes organizational units, processes and functions; evaluates and recommends improvements in organization utilization of personnel, space, equipment and material.

Evaluates existing and proposed policies and techniques as assigned; prepares factual reports and proposes revision based upon findings; assists in presenting and discussing recommendations with administrators.

Studies work flow and layout; prepares charts and reports; makes recommendations.

Studies forms and publication used in operations; designs new forms and proposes revision to existing forms and publications.

Performs assigned phases of management studies; gathers and organizes data; applies statistical techniques to analyze data; prepares reports and recommendations based upon findings.

Conducts studies of work output for specific operations; makes recommendations concerning the establishment of certain standards.

Assists in the implementation of approved management reviews and studies.

Studies the applications of office service machines and assists in adapting data processing equipment to specific operations.

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 analyses.

Knowledge of computer system applications and office service equipment.

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

Ability to make oral and written reports and presentations and prepares 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 I 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