

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Management Analyst

SERIES NUMBER

6321

MAJOR AGENCIES

All Agencies

EFFECTIVE

08/06/2017

SERIES PURPOSE:

The purpose of the management analyst occupation is to ensure optimum productivity, efficiency & quality of agency operations &/or services.

GLOSSARY:

Analysis: Defines the nature and extent of problems, gathers and dissects relevant data, and develops conclusions/solutions.

Research: The gathering and assimilating of raw data from non-established sources to produce recommendations. Research goes beyond the task of accessing or searching available data in readily available systems/manuals to respond to customer inquiries.

JOB TITLE

Management Analyst

JOB CODE

63211

PAY GRADE

30

EFFECTIVE

08/06/2017

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of business or public administration in order to monitor & analyze operations, systems or procedures of assigned agency to determine needed improvements & research proposed programs, policies &/or legislation to determine feasibility or impact of implementation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Management Analyst	63211	14	08/06/2017	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches & analyzes existing operations, systems & procedures to determine where necessary improvements are needed & proposed programs, policies &/or legislation to determine feasibility or impact of implementation (e.g., measures & evaluates work flow in all agency sections; gathers & organizes raw data through development of queries, formulas, functions, data transfer, dashboards, & macros in order to analyze & develop statistical reports to measure agency production, performance, & efficiency; examines & analyzes patterns, trends, spikes, & other changes in data & determines future projections; conducts cost & time studies; conducts quality control studies on operations, services or procedures; conducts audits of agency operations for compliance with various agency, state, & federal processes & regulations regarding program activities, claims processing, facilities, security, &/or general operations).

Prepares comprehensive written reports summarizing findings & recommendations to increase agency efficiency & effectiveness; utilizes software applications & spreadsheet software such as excel to create formulas, functions, data transfer, dashboards, & macros &/or generate statistical reports; creates user guides for implementation of new/updated agency operations, systems &/or procedures.

Plans, organizes & implements studies to be used during analysis; implements solutions to problems studied; assists in &/or develops new systems, policies &/or programs to increase agency efficiency & effectiveness; trains agency personnel in completion of standardized activity reports used to collect data regarding individual jobs (e.g., time required to complete job or series of tasks or procedures followed in completion of job or tasks).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fiscal management (e.g., accounting, public budgeting); business administration; public administration; programs, operations, laws, rules & procedures of assigned agency*; operations research techniques or statistical techniques used in managerial decision making process. Skill in operation of computers (e.g., desktop, laptop, tablet) & use of business office applications (e.g., word processing, spreadsheet, database);. Ability to deal with many variables & determine specific course of action; gather, collate & classify information about data, people or things; use proper research methods in gathering data; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or related field of study.

-Or 2 yrs. trg. or 2 yrs. exp. in research & analysis & written documentation of findings.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require overnight travel.