



Management Analyst II

Salary Group: B20
Class Code: 1862

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MANAGEMENT ANALYST I	1860	B18	\$39,521 - \$64,449
MANAGEMENT ANALYST II	1862	B20	\$45,158 - \$73,788
MANAGEMENT ANALYST III	1864	B22	\$51,614 - \$84,479
MANAGEMENT ANALYST IV	1866	B24	\$59,004 - \$96,720
MANAGEMENT ANALYST V	1868	B26	\$69,415 - \$117,397

GENERAL DESCRIPTION

Performs complex (journey-level) professional administrative and policy analysis work. Work involves conducting organizational studies and evaluations, designing systems and procedures, conducting work simplification studies, and preparing operations and procedures manuals to assist management in operating more efficiently and effectively. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects and analyzes data in areas such as workload, administrative practices, staff utilization, organizational structure and development, or space utilization.

Monitors and reviews current organizational, procedural, or operational systems for effectiveness, efficiency, and conformance to established guidelines.

Consults with management to initiate studies; identify priorities; and define study scope, purpose, objectives, time frames, and resource requirements.

Researches historical, current, and projected data to identify problems, causes, and areas for which procedural or system changes are indicated.

Researches new or improved business and management practices for application to agency programs or operations.

Analyzes new or proposed legislation or regulations to determine their effect on program operations and management.

Analyzes agency functions and activities being considered for conversion to contract operations.

Develops recommendations for improvement and corrective action to standardize or improve organizational systems.

Conducts studies of employee or organizational efficiency and productivity and recommends changes or improvements in organization, staffing, work methods, and procedures.

Conducts training on new methods and procedures.

Conducts special projects.

Prepares comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Reviews industry developments and makes recommendations for possible agency application.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in management analysis, organizational development, or methods and systems work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of organizational development and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; of methods and procedures analysis techniques; of work simplification methods; of forms and records design and control procedures; and of statistical analysis.

Skill in the use of a computer and applicable software.

Ability to analyze problems, to recommend and present alternative solutions, to conduct studies, to develop and interpret policies and procedures, to implement policies and procedures, to prepare concise reports, to communicate effectively, and to provide guidance to others.