



Management Analyst III

Salary Group: B22
Class Code: 1864

| <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 advanced (senior-level) professional administrative and policy analysis work. Work involves coordinating and implementing organizational studies and evaluations, reviewing systems and procedures, coordinating work simplification studies, and reviewing operations and procedures manuals to assist management in operating more efficiently and effectively. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates, plans, and directs organizational studies of work problems.

Develops new or modifies existing administrative program policies, procedures, goals, and objectives.

Develops solutions to organizational issues and concerns, develops organizational change strategies and plans, and/or conducts training for their implementation.

Designs, evaluates, recommends, and approves changes to forms and reports.

Advises management on agency studies by identifying priorities and defining study scope, purpose, objectives, time frames, and resource requirements.

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

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

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

Reviews comprehensive technical records and reports that present and interpret data, identifies alternatives, and makes and justifies recommendations.

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

Evaluates industry developments and makes recommendations for possible agency application.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in methods analysis, management, or organizational development 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 evaluate problems, to develop alternative solutions, to coordinate studies, to develop and interpret policies and procedures, to design programs or training, to implement policies and procedures, to prepare concise reports, to communicate effectively, and to supervise the work of others.