

# MANAGEMENT ANALYST

## **JOB PURPOSE AND SUMMARY**

Performs a variety of tasks in support of County and departmental operations and services. Duties emphasize research, analysis, and development of recommendations in areas such as budgeting and financial planning, organizational analysis, policy formulation and service delivery. Management Analysts may be specifically assigned to one of the following areas: finance, internal audit and operational areas. Positions at this level typically involve department or function specific responsibilities.

## **CLASSIFICATION DISTINCTIONS**

This is the first level in the Management Analyst series. Incumbents work under the direction of a division manager with responsibility for independent initiative and judgment. At this level the work is characterized by more routine assignments, projects of more limited scope, and less authority for independent action. Positions at this level require a thorough knowledge of the assigned discipline, procedures, policies and related laws and regulations and experience in relating principles and practices to the resolution of situations.

Generally, positions within this class series will be budgeted at this first Analyst level, with the capability for promotion to the Senior level when justified by the requirements of the position as well as the skills of the incumbent. Promotion to the Senior level most usually may be achieved following a minimum of two years at the first level.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Work with department directors and division managers to identify goals and objectives for specific analytical projects and department audits.
- Provide technical direction and assistance to department and division managers in the preparation of budget submissions,
- Work with department management to gain an understanding of operations, practices and needs in order to evaluate and audit operations.
- Gather and analyze quantitative and qualitative information to support proposals and program plans; examine financial records to determine consistency and compliance.
- Provide responsible administrative staff assistance including conducting analyses of policies involving organization, procedures, finance and services.
- Consult with assigned department managers on a regular basis about program policy issues.
- Plan, oversee, and carry out analytical projects; create strategies for addressing policy issues.

- Prepare summaries and reports and recommendations.
- Perform related duties as assigned.

### **QUALIFICATIONS**

Positions at this level typically require a Bachelor's degree in a financial or administrative discipline and one year of responsible experience in financial analysis, auditing, budgeting, or a related field, preferably within the public sector.

Any combination of experience and training that would provide the required knowledge and abilities will be considered.

### **KNOWLEDGE, SKILLS AND ABILITIES** (varying according to area of assignment)

**Knowledge of:** Contemporary principles and techniques of public finance, organizational planning and development, and administrative and quantitative analysis; program development and evaluation; research methods and information sources related to public administration; relevant computer-based systems and applications; pertinent Federal, State and local laws, codes and regulations.

**Ability to:** analyze and perform problem solving; develop and utilize a variety of computer applications including spreadsheets, databases and other application-specific software; participate in a variety of audit, analysis and, financial, activities; develop and make presentations and communicate orally; interpret, apply, and explain Federal, State and local policies, procedures, laws, and regulations; establish and maintain effective working relationships with those contacted in the course of working including County and other government officials and employees and the general public.

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