



Office of Human Resources  
Management Analyst Senior - LA2876

THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs full performance professional level analytical work which includes conducting studies/projects that support a large division(s) or department by advising management on specific operational and/or administrative issues, applying management analysis techniques to solving problems and facilitating modifications/conversions, and preparing recommendations to implement new policies, procedures, and/or process changes/improvements.

### Distinguishing Characteristics

There are four classes in the management analyst series; however, this is not a progressive series. This class performs full performance level analytical work which includes conducting studies/projects that support a large division(s) or department by advising management on specific operational and/or administrative issues. This class is distinguished from a Management Analyst Associate that performs intermediate level analytical work researching and analyzing a variety of operational and/or administrative issues or problems related to specific assignments/areas and prepares recommendations for implementation of new or revised policies, procedures, and/or process changes/improvements. The Management Analyst Senior is distinguished from the Management Analyst Specialist that performs specialized, complex, and multi-dimensional analytical work which includes conducting and executing studies/projects for areas with little or no procedural precedent which have city-wide and/or major department(s) policy implications and providing top level management with information necessary for decision-making and long-range organizational planning.

### Level of Supervision Exercised

By positions, performs lead work.

### Essential Duties

Plans and conducts analytical management, financial, operational, and/or administrative studies/projects and confers with management in order to define the scope of work, purpose, goals and objectives, time frames, and resources requirements of the study/project.

Makes initial assessment of issue(s) or problem area(s) by researching best practices, trends, and historical and current data, along with related laws, policies, procedures, methods, and/or practices, developing the methodology for the collection of relevant data, and assembling and designating data into meaningful formats to facilitate data analysis.

Analyzes collected data and existing policies, procedures, methods, practices, and/or whatever elements are causing problems/issues and explores possible alternatives/solutions and the feasibility of recommended changes.

Develops proposals and recommendations based on research and analysis for new, revised, and/or improved work processes, policies, procedures, practices, methods, and/or other tools to implement changes/improvements and determines the impact of proposed changes/recommendations and the positive or negative effects to the division and/or department.

Presents study findings and recommendations to management staff including budget implications for proposed recommendations and seeks support and approval of proposed recommendations.

Plans and participates in the implementation of approved recommendations, furnishes advice and technical assistance to staff during implementation of recommendations, and takes corrective action or recommends modifications to ensure the outcomes defined for the project/study are achieved.

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support in assigned projects/studies.

Prepares written reports that summarize research, analysis, recommendations, and implementation strategies.

By position, conducts business process analysis and redesign using the accepted tools, methods, and concepts of this specialized discipline.

By position, adapts the results of business process analysis to specifying the functional requirements of automated business application.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed and secure, analyzes desired information, and integrates research into reports and/or databases.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

### Education Requirement

Bachelor's Degree in Business Administration, Public Administration, Finance, Management, or a related field.

**Experience Requirement**

Three (3) years of progressively responsible professional experience in administrative, management, and operational analysis work which must have included analyzing management problems and recommending solutions and implementation strategies.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

None

**Working Environment**

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.

Reaching: Extending the hands, arms, or other device in any direction.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means).

Fingering: Picking and pinching, through use of fingers or otherwise.

Talking: Communicating ideas or exchanging information.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Repetitive Motions: Making frequent or continuous movements.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Depth Perception: Ability to judge distances and space relationships.

Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

**Background Check Requirement**

Criminal Check

Employment Verification  
Education Verification

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: A-811**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**