



Office of Human Resources  
Management Analyst Staff - CA2251  
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### General Statement of Duties

Performs entry level professional work while receiving training in the principles, practices, methods, and techniques of research and analysis. Incumbents work under close supervision and as the employee gains experience, assignments expand in complexity and scope.

### Distinguishing Characteristics

There are four classes in the management analyst series; however, this is not a progressive series. This class performs entry level professional work involving research and analysis of a variety of routine administrative and operational support duties under close supervision. This class is distinguished from the 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.

### Level of Supervision Exercised

None

### Essential Duties

Receives on-the-job training in the theoretical and technical aspects of the assigned professional field and participates in a variety of routine administrative, operational, and analytical support duties under close supervision.

Performs assignments with limited scope and complexity involving research, data interpretation, and analysis of information gathered from various sources on a variety of department/agency related topics, evaluates existing methods, procedures, and/or processes, identifies problem areas, and recommends improvements, revisions, and/or modifications of operations.

Writes reports that summarize findings, describe data collection techniques, and recommend implementation options for management/supervisory approval.

Revises procedures, processes, and/or methods to increase effectiveness, tests alternatives approaches, assists in the installation of approved improvements/modifications, provides instruction to operating personnel, and performs follow up to ensure defined outcomes are achieved.

Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.

Maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support.

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

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

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

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.

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**

None

### **Education Requirement**

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

### **Experience Requirement**

None

### **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.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

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

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-617  
**FLSA Code:** N  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**