

MANAGEMENT ANALYST

10230
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for formulating recommendations concerning departmental structures and organizations for the various departments, bureaus and units of government with primary emphasis on assisting managers and directors to maintain quality and consistency of public service in conjunction with efficiency studies and cost containment measures. An employee in this class provides for the study and analysis of work tasks and methods, personnel responsibilities, and work duplication, utilizing insights into management problems to devise effective and economical procedures at all organizational levels. Studies and analyses are completed independently by the investigation of areas of personnel and facilities used within a department or unit of government service. Studies may involve contact and interviews with employees, supervisors and managers; review of project plans, budget documents, annual reports, research studies, laws, codes or other material relative to the fiscal and financial obligations or plans of a department or project. General supervision is received from an administrative superior. Work is reviewed upon completion of studies and the preparation of recommendations. Employees in this class do not typically supervise subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts assigned studies of management concerns to analyze, evaluate and develop specific recommendations to management for improved operational and program efficiency and effectiveness.

Reviews and studies statements of responsibility, goals, objectives, programs, organizations charts, job descriptions and other relevant functional information to determine duties and responsibilities of employees and work units; identifies areas of overlap or duplication within and/or across departmental lines.

Establishes work measurement programs and makes sample observations of work to develop productivity indicators and personnel utilization standards.

Analyzes utilization of personnel, equipment and materials in units and develops work simplification programs in areas such as work distribution, process flow, forms design, economy of workers motions and layout of units.

Plans space layout of units to attain objectives of work measurement and simplification studies.

Prepares recommendations for the reorganization of units and/or job duties to increase efficiency of operation.

Prepares recommendations concerning improvements in management techniques and work procedures.

Assists in the development and implementation of a system for comprehensive planning within departments.

Assists in construction systems for change when so indicated by completed studies and recommendations.

Prepares reports to management indicating alternatives and solutions, and writes follow up reports evaluating effectiveness of implemented recommendations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of effective organizational and management principles and practices.

Good knowledge of trends and developments in the field of management analysis.

Working knowledge of pertinent laws, rules, regulations and procedures affecting public service in local governments.

Ability to gather and analyze data and draw conclusions.

Ability to prepare detailed reports, and to support recommendations.

Ability to select or devise analytical techniques suited to the study of management concerns.

Ability to conduct interviews and establish and maintain effective relationships.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Promotion One (1) year of permanent competitive class status in the title of Budget Analyst I.

Open Competitive

A. Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in industrial engineering, operational management, operational research, management science, public administration, business administration, or a closely related field; or,

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of professional level, or its part time equivalent, in public administration, business or organizational management, administrative or financial analysis, research, accounting, community planning or management planning in a public sector agency or its equivalent in the private sector, or in a closely related field; or,

C. Five (5) years of paraprofessional or professional level work experience, or its part time equivalent, two (2) years of which must have been professional level work experience as defined in B above; or,

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

12/98 REVISED