



<b>Classification Title</b>	Management Analyst	<b>Code</b>	567900
<b>Department</b>	Multiple	<b>FLSA</b>	Non-Exempt
<b>Pay Range</b>	Professional 07	<b>Represented</b>	No

### GENERAL SUMMARY

This is professional work of a complex nature. Work involves conducting complex management studies, audits and analyses of current and proposed operations and programs related to organizational structure, budgets and the utilization of departmental staff, equipment, and facilities; and suggesting alternatives to improve performance and increase productivity and efficiency.

### SERIES CONCEPT

None

### ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Conduct complex management studies, audits and analyses of current and proposed operations and programs.
- Research and analyze department/division operations and activities including special projects and studies and associated budgets. Identify proposed plan and carry out analytic projects.
- Analyze complex department/division issues and make recommendations for improvements.
- Produce complex spreadsheets, models, forecasts and cost calculations and develop and prepare written reports regarding research, findings, and recommendations. Prepare materials for presentations.
- Advise management and staff regarding complex, multi-dimensional issues impacting diverse programs and policies.
- Assist management in formulating and implementing strategic plans, initiatives, departmental policies, goals, objectives, and performance standards.
- Assure that policies, procedures, and methods are consistently applied and as necessary assist in development/updates to policies and procedures.
- Serve as liaison between Division and Business and Financial Operations and provide technical assistance (or guidance) to Division staff regarding policies and processes.
- Participate in preparation and monitoring of the annual and operating budgets, grant proposals and contracts.
- Compile statistics and prepare reports for management regarding budget and expenditures.



- Provide guidelines and technical expertise to other staff members and furnish information to county policy makers and the public.
- Attend meetings with division manager, supervisors, public officials, private agency representatives and public/citizen boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility; and maintain awareness of federal, state, and local regulations.
- Oversee and assure the implementation of approved recommendations and action plans.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Provide guidance to staff on division/department goals.
- Explain or interpret complex rules, policies, and procedures and may make decisions within those established policies and procedures.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position, work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.

#### **Other Job Functions**

- Perform other job functions as assigned.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

Bachelor's degree in public or business administration, accounting or a closely related field and two years of performing business operation analysis, research, and studies, OR any equivalent combination of experience and education is required.

Positions in specific program areas may require program-related experience, education and/or training.

##### **Licenses or Certifications**

A valid Washington State driver's license may be required when travel is required of the position.

#### **OTHER JOB REQUIREMENTS**

Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.

#### **PREFERRED QUALIFICATIONS**

Positions in specific program areas may require program-related experience, education and/or training.



## SUPERVISION

This position does not perform supervisory functions but may be assigned lead worker duties.

## COMPETENCIES

### Knowledge of:

- Research methodology, data collection, analysis, and reporting.
- Techniques of organization and management.
- Principles and practices of public administration.
- Human resource practices and processes.
- Methods and techniques of budget preparation and execution.
- Fiscal accounting and general contract administration processes.
- Applicable federal, state, and local laws, rules, policies, and procedures.
- Computer applications, county data base programs, and spreadsheet applications.

### Skill in:

- Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
- Communicating policy and procedures to the Department.

### Ability to:

- Lead meetings facilitate work groups and represent department/division management and leadership.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical nature in support of Division/Department/County goals and objectives.
- Communicate effectively, both orally and in writing.
- Understand and execute complex oral and written instructions, to anticipate section and departmental needs, and to apply specific guidelines to a wide variety of work situations.
- Coordinate, analyze and administer a wide variety of tasks, including studies, programs, projects, policies, and procedures.
- Prepare detailed and accurate analysis and reporting as assigned individual and team tasks in a timely manner.
- Establish and maintain effective work relationships with employees, management, and other County departments as necessary.
- Organize multiple tasks and projects.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

## WORKING ENVIRONMENT/CONDITIONS



*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never

#### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required.