

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Management Analyst 2	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 086009
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Quality Assurance Supervisor (086000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 2 classification is to develop and update procedures and related forms for assigned programs and activities; to ensure compliance with Federal and State rules; to design and develop reports and statistical information as requested; and to supervise assigned staff and/or programs.

JOB DUTIES:

Plan, develop and implement agency plans and projects related to expanded service delivery models, agency strategic plan, and other programs using analytical approaches and data in support of federal, state and county guidelines. Act as liaison with internal and external IT providers including contractors and the Franklin County Data Center and the County Chief Information Officer to plan and implement technological upgrades to existing and proposed agency functions. Develop and directs implementation of public and agency policy using analytical approaches in support of agency programs. Provide technical direction and assistance to managerial and supervisory personnel involved in implementation of policy and/or new programs.

Prepare, develop and submit specialized reports to the director, managers and supervisors ensuring agency consistency and integrity of policy interpretation. Exercise independent judgment and creativity, using program knowledge and knowledge of data sources and resources to prepare reports and statistics using a variety of sources for submission to state, county and federal agencies to demonstrate compliance with program requirements including continuous improvement and/or corrective action. Integrate data and data gathering with existing reporting to examine key areas of agency performance and develop plans and projects to enhance service delivery. Coordinate the availability and use of program data with partnering agencies and contract service providers.

Serve on committees and work groups to plan and implement new policy initiatives. Attend meetings, trainings and conferences to maintain current knowledge of program policy issues. Serve as a liaison with staff including staff training and development presenting research findings and analysis and assists in maintaining accurate manuals and system documentation. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; agency policy and procedures; government structure and process. Skill in equipment. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publications; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects, handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business administration, public administration, or related field with three (3) years of business or public administration, or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date