

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

<u>CLASSIFICATION TITLE:</u> Management Analyst 1	<u>CLASS NUMBER:</u> 70401	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> 051004
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (051000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 1 classification is to assist higher level administrators by researching, analyzing and revising operations, programs and policies.

JOB DUTIES:

Provide workforce navigation services to businesses that interact with the agency. Determine best practices in workforce navigation. Assist local businesses in need of securing workforce talent. Provide information to businesses about the workforce talent through Job and Family Services (JFS) programs, such as Ohio Works First and Able Bodied Adults Without Dependent Children (OWF and ABAWD), and the incentives available to businesses for hiring JFS customers. Work with JFS Workforce Development to create and standardize a procedure that will identify JFS customers that would best suit the needs of EDP client businesses. Work with JFS Workforce Development to ensure that every individual referred to an EDP client business is qualified and committed to the employment opportunity.

Market to the business community the workforce talent available through EDP and JFS. Encourage the business community to hire JFS customers to full-time, living wage positions. Encourage community partners to refer businesses that express a hiring need to contact office for workforce navigation assistance. Identify and coordinate with current and potential partners to assist in the alignment and/or development of workforce programming. Assess and assist community partners to provide supportive services to ensure that JFS customers, both OWF and ABAWD, can succeed in their employment opportunities. Work with local businesses that hire JFS customers to obtain wage and retention data at 30, 90, and 180 day intervals.

Review all relevant workforce-related tax incentives offered by other agencies at the local, state, and national level. Review all tax incentives currently offered by the county, and work with staff to update/standardize any necessary language to encourage businesses to hire JFS customers. Work with staff to design and implement additional county incentives for hiring JFS customers, as needed.

Serve on the Economic Development Fund (ED Fund) Committee. Conduct scan of the local “landscape” of workforce-related programming in Franklin County to determine where additional county activities/resources could be useful in promoting workforce development. Identify potential uses of the funds, and present the most viable options to the ED Fund Committee. Work with staff to design, implement, and evaluate the new workforce program(s) that are created from the ED Fund. Market the new workforce program(s) to all relevant community partners. 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 public relations; human relations; agency policy and procedures; government structure and processes. Skill in equipment operation. Ability to deal with many variables and determine specific action; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in communication, business administration, accounting, or related field with two (2) years of business administration, public administration, or related field experience.

Additional Requirements

No special license or certification is required.

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