

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

<u>CLASSIFICATION TITLE:</u> Management Analyst 2	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> 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> N16	<u>POSITION CONTROL #:</u> 050012
<u>POSITION LOCATION:</u> 150 S. Front St., FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (050001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 2 classification is to update and develop procedures for assigned staff, programs and activities while ensuring compliance with federal and state rules.

JOB DUTIES:

Inform executive staff on topics relating to research, analysis, evaluation, and planning. Work independently to provide executives with timely analysis of operational challenges and potential solutions to those challenges. Perform extensive research activities and operational standards. Provide complex analysis and interpretation of operational data. Track, analyze, and report on performance measures. Analyze and report on historical data and trends as well as developing forecasts. Use reports to aid in managing workloads and establishing department priorities. Participate as a team member for all customer service, internal and external program audits, gathering and providing documentation. Update policy and procedures for agency public folders to ensure staff have the materials necessary for accurate job performance. Provide updates to agency executives, as requested.

Provide analysis detailing previous and current work-week's performance as well as forecasted performance, while identifying risks and notifying management. Generate long and short-term forecasts. Provide measurement and analysis of operational key performance indicators. Track trends for purposes of performance measurement and improvement. Prepare daily/weekly/monthly and ad hoc reports and distribute to management.

Review legislation, administrative rules and policies proposed at the federal, state and local level. Coordinate the preparation of comments and perform analysis for agency staff and for submission as part of the legislative and/or rules promulgation process. Act as liaison with governmental agencies, community organizations, courts, federal, state and local government, with respect to analyzing proposed policy changes. Attend legislative hearings during the state budget process. Prepare reports for agency senior staff on legislative issues that affect agency programs and individuals and families served by the agency.

Coordinate policy communications including email alerts and press releases. Research, prepare, and recommend documents for review by Agency Director and leadership. Assist in grant writing and proposal preparation. Represent Agency leadership at meetings and conferences. Attend trainings, conferences, video conferences, sessions, and workshops to stay up-date on changes in program policies. Maintain regular and predictable attendance. This position requires regular and consistent on-site 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 human relations; agency policy and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; read and record figures accurately; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, or related field with three (3) years of business or public administration, or related 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