

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

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| <u>CLASSIFICATION TITLE:</u> Management Analyst 1 | <u>CLASS NUMBER:</u> 70401 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland | <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> 100540 |
| <u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Deputy Director Social Services (100700) |
| <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:

Work independently to facilitate the placement of Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Able Bodied Adults without Dependents (ABAWDS), Comprehensive Case Management and Employment Program (CCMEP), Childcare, Contracted Services, and Outreach participants into employment through referrals from case managers. Recommend changes to increase efficiency. Pre-screen customers to ensure they meet minimum qualifications and other criteria outlined by the employer. Refer participants directly to employers. Conduct follow-up on the hiring status of referred participants. Assist participants with enhancing resumes, cover letters and other job search tools and techniques. Utilize market data to link participants to appropriate community resources, supportive services and training opportunities, including apprenticeship, pre-apprenticeship and credentialing processes.

Review employer personnel requirements and gather pertinent information concerning employers. Design and distribute job posting/information to inter-agency personnel, community partners and the general public. Develop and facilitate hiring events by securing locations and identifying logistical and any other special needs. Conduct orientation and pre-screening sessions prior to events. Arrange interview sessions for employers. Conduct follow-up with employers. Obtain feedback on potential hires and/or reason for non-hires. Conduct customer service surveys to determine degree of employer’s satisfaction and that job placements met needs of the business. Establish relationships with other agencies and organizations for exchange of ideas and data.

Collect, compile, and analyze data, policies, and business models related to assigned programs. Design and evaluate spreadsheets, graphs, and charts for collecting and reporting all data relevant to employment (e.g. interviews to gather data and develops employment portfolio). Maintain database, including labor market trends, new business starts and planned business expansions and closings. Enter data into database and/or spreadsheet including participants hired/not hired/failed to report to required activities, changes of jobs, employment histories and related information.

Attend meetings. Serve on committees and internal/external workgroups, as requested. Attend conferences, training seminars and in-serve trainings. 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 work force planning; employee training and development; human resources development; public relations; agency policy and procedures; government structure and process; electronic data processing. Skill in word processing; equipment operation. Ability to carry out instructions in written, oral, or picture form; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; deal with some abstract but mostly concrete variables; use statistical analysis; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports and position papers; 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 communication, business administration, accounting, or related field with two (2) years of business administration, public administration, or related field 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