

**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 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> 100305
<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> Administrative Officer, HR (100402)
<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:

Coordinate the development and implementation of policies and procedures with respect to agency human resources matters. Maintain organization chart and position control. Draft requests to post, transfer, or change positions and other human resources actions. Facilitate agency hiring processes and monitor positions throughout the hiring process. Manage and monitor the employee performance evaluation program.

Collect, compile and analyze data, policies and business models related to agency human resources matters in conjunction with the agency strategic business plan and key performance indicators. Design and evaluate methods, including spreadsheets, to track statistical information, monitor progress, issue reports, and provide technical information. Coordinate and analyze performance management reports/tools. Ensure performance management tools are useful. Work with compliance, policy, operations, and other agency staff to develop and submit reports as required by state and federal law. Facilitate the development and submission of continuous improvement and corrective action plans, as well as the implementation of these plans.

Review, analyze and interpret legislation, administrative rules, and other policies proposed at the federal, states and local level and communicate real and potential changes to agency operations. Work independently to monitor the human resources operations of the agency and recommend changes to increase efficiency. Serve as a consultant for improving agency efficiency and operations. Evaluate and suggest procedural changes and implement changes in various areas. Maintain policy and procedure documentation to be followed by agency staff in the administration of human resources matters. Prepare specialized reports. Act as liaison with other public agencies and labor union on human resources matters.

Respond to inquiries regarding policies, procedures, and programs. Write and update job descriptions as necessary. Prepare correspondence. Consult with and provide technical assistance to agency staff. Give presentations to staff and management. Attend training sessions and conferences to keep current on issues affecting the agency. Attend administrative staff meetings and other meetings as requested. Participate in special project committees and internal/external workgroups. 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:

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

administration, or related field 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