

**Franklin County Board of Commissioners
Classification Specification and 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 and 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> 100606
<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> Assistant Director, Chief Legal Counsel (100600)
<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 of policies and procedures with respect to one or more program. Review legislation, administrative rules, and other policies proposed at the federal, states and local level. Interpret new laws and regulations. Communicate real and potential changes to law and regulations affecting programs administered by the agency. Work independently to monitor the 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 of the agency. Maintain policy and procedure manuals to be followed by agency staff in the administration of programs. Consult with agency staff on the contents of departmental documentation. Prepare specialized reports. Write issue and program briefs. Act as liaison with other public agencies and nonprofit organizations in the review, analysis, and implementation of policy changes

Collect, compile and analyze data, policies and business models related to agency programs 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. Attend meetings. Serve on committees and internal/external workgroups, as requested. Attend meetings, conferences, training seminars and in-serve training. 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, accounting, or related field with two (2) years of 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