

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

<u>CLASSIFICATION TITLE:</u> Management Analyst 2	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> 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> N16	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Avenue, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, IT (100800)
<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:

Develop, update, and assist in maintaining the implementation of technology solutions to support public and agency programs and/or assigned area using analytical approaches in support of federal, state, and county guidelines. Provide technical direction and assistance to managerial and supervisory personnel involved in implementation of technology solutions related to policy or new programs. Plan program development and specialized ad hoc reports. Conduct and participate in audits and reviews of various programs to ensure compliance with Federal, State, and local rules, regulations, and laws. Prepare reports for submission to state, federal, and county agencies with respect to program performance, continuous improvement, and/or corrective action.

Establish key internal and external relationships within the agency and with outside groups regarding agency technology solutions and agency programs, services, and operations. Make public presentation of research findings and other analytic or evaluative studies. Attend meetings, trainings, and conferences to maintain current knowledge of technology solutions that impact staff. Serve on committees and workgroups. Serve as liaison with staff, community, public and private agencies, and other entities.

Prepare, develop, and submit specialized reports to Commissioners and other public officials, Agency executives, staff, and the community to ensure compliance with federal, state, and local rules, regulations, and laws. Provide information and response requests from within the agency and from outside groups on agency programs, services, and results.

Design and develop methods, including spreadsheets to track statistics. Prepare, revise and maintain online forms for agency programs. Conduct corrective action conferences and recommends and administers disciplinary action. Analyze information, monitor progress, and report to necessary staff. Train staff on the implementation of technology solutions that support policy and agency decision-making. Attend meetings, training conferences, sessions, and workshops. Attend technology and planning sessions within agency, with partnering agencies, and at state level as needed. 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 human relations; agency policy and procedures; government process and structure. 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