

**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 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> N16	<u>POSITION CONTROL #:</u> Varies
<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, Policy (100300)
<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:

Coordinate the development of policies and procedures with respect to one or more of the following program areas: Ohio Works First, food assistance, Medicaid, childcare, contracts, etc. 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 recommends changes to increase efficiency. Serve as a consultant for improving agency efficiency and operations. Evaluate, suggest and implement procedural 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. Collect, compile and analyze data, policies and business models related to agency programs in conjunction with agency goals. Design and evaluate methods, including spreadsheets, to track statistical information and monitor progress. Issue reports, provide technical assistance, 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.

Conduct legal research through Lexis/Nexis and traditional research methods on various issues of administrative law impacting programs administered by the agency. Attend Continuing Legal Education seminars to remain qualified to practice before the Ohio Supreme Court. Confer with the ODJFS Office of Family Assistance, Bureau of CFA TA and Oversight.

Attend meetings, trainings, and conferences to maintain current knowledge of key issues and governances that impact the agency's internal infrastructure and operational integrity. Prepare specialized reports for policy support services. Write issue and program briefs. Act as liaison with other public agencies and nonprofit organizations in the review, analysis, and implementation of policy changes. 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. 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