

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

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| <u>CLASSIFICATION TITLE:</u> Management Analyst 2 Working Title: Policy Analyst | <u>CLASS NUMBER:</u> 70402 | <u>FLSA:</u> Exempt |
| <u>AGENCY/DIVISION:</u> Office of Justice Policy & Programs | <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> 130041 |
| <u>POSITION LOCATION:</u> 373 S High Street, 25 th floor, Columbus, OH | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Grants Administrator (130018) |
| <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:

Inform executive staff on topics relating to the research, analysis, evaluation, and planning. Work independently to provide executives with timely analysis of operational challenges and potential solutions to those challenges. Perform extensive research activities and operational standards. Provide complex analysis and interpretation of operational data. Track, analyze, and report on performance measures. Analyze and report on historical data and trends as well as developing forecasts. Use reports to aid in managing workloads and establishing department priorities. Participate as a team member for all customer service internal and external program audits, gathering and providing documentation. Update policy and procedures for agency public folders to ensure staff have the materials necessary for accurate job performance. Provide updates to agency executives, as requested.

Provide intra-day analysis detailing previous and current work-week’s performance as well as forecasted performance, while identifying risks and notifying management. Generate long and short-term forecasts. Provide measurement and analysis of operational key performance indicators. Track trends for purposes of performance measurement and improvement. Prepare daily/weekly/monthly and ad hoc reports and distribute to management.

. Communicate with community and government agencies to establish and maintain a positive relationship. Advocate for policy change. Review administrative rules and other policies proposed at the federal, state and local level. Communicate real and potential changes to regulations affecting programs administered by the agency. Record and report on findings as necessary. Provide impact analysis regarding the implementation of new state systems, as needed. Advise management regarding operational compliance efforts pertaining to federal, state, and local program benefit rules.

Work with justice ecosystem partners, Advisory Board Members, and the community at large to prepare and deliver policy agenda and strategy recommendations. Assist in building and designing well-defined programs. Review and make recommendations regarding operations performance data, management, and cost-benefit analysis. Address issues found in testing of proposed changes in policy. Monitor policy to ensure compliance and determine if changes are need for optimum implementation and delivery. Coordinate work with others to ensure policies are implemented to prescribed timelines. Coordinate policy communications including email alerts and press releases. Research, prepare, and recommend documents for review by Agency Director and OJPP leadership. Assist in grant writing and proposal preparation. Represent Agency leadership at meetings and conferences. Maintain regular and predictable attendance.

Attend trainings, conferences, video conferences, sessions, and workshops in order to stay up-date on changes in program policies. 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 workforce planning; public relations; human relations; agency policy and procedures; and government structure and process. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; 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 public policy, business administration, public administration, or related field with three (3) years of business of business 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