

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

<u>CLASSIFICATION TITLE:</u> Management Analyst 2	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> <u>Exempt</u>
<u>AGENCY/DIVISION:</u> Office of Justice Policy and 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> 130031
<u>POSITION LOCATION:</u> 373 S. High St., 25 FL., Columbus, OH 43215	<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> N/A		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 2 classification is to update, monitor, and develop procedures for continuous improvement of programs and smart justice initiatives while ensuring compliance with federal, state and local rules. Interpret data, analyze results using statistical techniques and provide ongoing reports to support agency efforts. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.

JOB DUTIES:

The Management Analyst will be responsible for agency and program compliance with a focus on continuous improvement and quality data management; analysis and development of summary reports to inform current trends and conditions; review and analysis of local, state and federal proposed, pending and authorized legislation impacting the justice discipline; Evaluation of recipient and sub-recipient programmatic performance by request of agency leadership; Provide oversight and maintenance of OJPP website, social media sites and other technology-based outreach and engagement platforms. Management Analyst will monitor impact of recent gun prevention program efforts and assist with the Justice Counts Initiative providing technical assistance to justice partners participating in the initiative. The Management Analyst shall produce regular reports highlighting key trends and community conditions, system performance outcomes, and system opportunities for improvement. Prepare reports, overviews, and legislative analysis as needed.

Proactively research policies to assess what changes are advantageous and which trends could negatively impact smart justice priorities as defined by the county, the Criminal Justice Planning Board, and the Reentry Advisory Board. Effectively communicates, both orally and in writing, the county’s policy interests. Serve on committees and workgroups. Serve as liaison with staff, community, public and private agencies, and other entities. Train staff and partner agencies on the implementation of technology solutions that support grants administration, policy, and decision-making.

These duties are illustrative only and may require all 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; three (3) years of government or government affairs experience, business, public administration, or related field; knowledge of legislative, regulatory and political processes at the local, state and federal level.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This position may work in or around crowds and have contact with potentially violent or emotionally distraught persons. This position is subject to continuation of federal grant funding availability.

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