

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

<u>CLASSIFICATION TITLE:</u> Management Analyst 2, Policy	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Franklin County Office on Aging	<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> 110109
<u>POSITION LOCATION:</u> 280 E. Broad St Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Quality Improvement Admin 2 (110022)
<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:

Maintain a diverse knowledge of Office on Aging programming. Work with the Agency Director and Assistant Director to develop and evaluate strategies to meet key performance indicators and metrics. Collaborate with Data Management Supervisor to collect and track data for monthly reports. Develop working knowledge of state reports. Conduct statistical analysis of key program performance measures.

Plan quarterly performance meeting; prepare presentations and lead organizational meetings. Develop processes and lead meetings to support the Agency strategic plan. Lead meetings to track progress and identify opportunities for innovation, improvement, and leveraging efficiencies. Ensure strategic initiatives, teams, and projects support the Agency mission, vision, and values. Assist with project management, administrative support, and evaluation for strategic planning initiatives.

Work with management to create professional development opportunities for staff. Assist Workforce Administrator in the development of new training areas and evaluation, as needed. Recommend improvements to existing processes and policies for FCOA to strengthen trust between the Agency, employees, clients, and the community. Communicate with community and government agencies to establish and maintain a positive relationship. Advocate for policy change. Maintain regular and predictable attendance. 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 employee training and development; agency policy and procedures; government structure and process. Skill in equipment. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publications; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects, handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in business administration, public administration, or related field with three (3) years of business or public administration, or related experience; or any equivalent combination of training and 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