

MANAGEMENT ANALYST

CLASS SUMMARY:

The first level in the Management Analyst series. Incumbents perform professional-level activities related to the research and analyses of routine administrative and business management policies and practices while developing proficiency and experience related to government operations and administration. Responsibilities include preparing and presenting statistical and related reports; providing administrative and analytical support; and making recommendations regarding budget, program, contract, and/or service delivery modifications.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides professional-level staff assistance and preliminary analysis of routine policies involving organizational, administrative, and/or fiscal processes and services.
2. Serves as a technical resource for County information in assigned area of responsibility.
3. Prepares a variety of analytical reports on operations and activities in assigned area of responsibility.
4. Reviews agenda and contract items; ensures background information and supporting materials are available; assists departments in maintaining agenda standards.
5. Conducts surveys and performs research and statistical analysis; prepares related reports.
6. Participates in preparing requests for proposals for outside contractors.
7. Assists with budget preparation and administration; assists departments in preparing cost estimates for budget recommendations.
8. Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):

Bachelor's Degree and two years of professional experience in public or business administration, public affairs, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License.

Knowledge of (position requirements at entry):

- Public administration concepts and theories;
- Principles and practices in assigned area of responsibility;
- Research and statistical methods;
- Statistical analysis and theory;
- Project management methods;
- Report writing techniques;
- Public relations principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, and regulations;
- Basic budgeting principles.

Skills in (position requirements at entry):

- Using computers and applicable software applications;
- Conducting research;
- Analyzing a variety of statistical data and/or information and making recommendations based on findings;
- Writing reports;
- Presenting information;
- Interpreting and applying program/project requirements;
- Managing projects;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: (7/06)
Updated classification and grade (Job Code N4102) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.
FLSA Status: Exempt