



CLASS SPECIFICATION

Class Code: 60016501
Date Established: 07/2008
Last Reviewed: 02/2023
Last Revised: 02/2023
Last Title Change: 04/2012
FLSA: exempt
Probation: 12 months

MANAGEMENT ANALYST

DEFINITION

Under general supervision, is responsible for a variety of analytical and research assignments, project planning, programmatic support, and developing recommendations to drive effective decision making, improve operations, and advance strategic objectives within various County departments; and performs other related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, political science, public health, or a closely related field, AND two years full-time professional experience as a management or policy analyst, or a project or program manager with responsibilities for program or project planning, implementation, or evaluation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

SUPERVISION EXERCISED

May exercise direct or functional supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate and organize services and activities within assigned areas, programs, or projects; research current practices and other criteria to create new systems, or to revise established systems and procedures; provide recommendations for organizational or procedural changes affecting business units, work methods, techniques, systems, and equipment.

Research and analyze the activities and trends of assigned areas and compare analyses against service standards and best practices; present findings and work with management and other personnel to identify and implement strategies that will address tactical and strategic goals.

Coordinate and facilitate workshops/meetings with staff on strategic planning; process improvement and performance measurement; workforce development; prepare report of findings, make appropriate recommendations, and monitor success of projects.

Coordinate, manage, lead, or participate in a variety of projects, assignments and activities; collect, compile and analyze information to monitor progress, identify alternative solutions or provide recommendations for change; collaborate with involved team members to achieve project goals; assess and address operational impacts, workflow and training issues of a project; and present findings to management and community partners.

Create and maintain project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project product/service lifecycle, providing timely reporting of issues that impact project progress, coordinating actions and resolving conflicts.

Collaborate with county departments and public and private community agencies to expand the scope and reach of programs and services, and to promote and improve the health and well-being of the community.

Provide lead direction and technical assistance on assigned subject including educational activities and representation on community boards, committees, and coalitions.

Coordinate development and monitoring of budgets for a Division and/or program(s). Produce reports to provide budget data and inform fiscal decision-making.

Lead accreditation and re-accreditation processes including coordinating participation across multiple divisions, project planning, asset and gaps analysis and documentation.

Prepare and present written and oral reports containing detailed findings and recommendations to address various administrative problems and improve services, functions and programs.

Create, implement, and maintain written operating policies and procedures.

Coordinate, oversee, and monitor activities of assigned programs or services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state, and federal guidelines, policies and protocols.

Initiate and maintain a variety of resource materials, files, and records (computerized and manual) for areas of assignment; maintain control files on matters in progress; maintain and update resource materials to aid in efficient departmental operations.

Supervise assigned technical and support staff, including interviewing and selecting staff; provide staff training in proper work methods and techniques; assign and review work; develop training programs specific to program needs; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County operations, policies, and procedures; specific operations of assigned area(s).

Policies and procedures of the Nevada Legislature regarding lobbying, testifying before designated committees, and attendance at legislative sessions and hearings.

Organization and management practices as applied to the analysis and evaluation of assigned programs, policies, and operational needs.

Methods and practices for developing and presenting public information programs.

Federal, state, and local legislative processes.

Research techniques, data collection, analysis, and report preparation.

Accounts maintenance and program budgeting principles, including budget development and expenditure control.

Ability to:

Select, supervise, and evaluate the performance of assigned staff when appropriate.

Manage very large projects independently.

Effectively represent the programs, operations, and functions in the area of assignment to the public, other County staff and other government agencies.

Plan, coordinate and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards including administrative and departmental policies and procedures.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Project planning and development methods and techniques.

Methods and techniques of statistical and administrative data collection and report preparation.

Principles of public and/or business administration including principles and practices of strategic planning, process improvement, program planning and development, performance measurement and workforce development

Research techniques, data collection, analysis, and report preparation.

Research and forecasting methods and procedures.

Principles of economics, financial analysis, budgeting, and cost benefit analysis.

Quantitative or statistical analysis.

Program evaluation to determine effectiveness in meeting goals and objectives, and strategies to develop and implement program modifications for quality improvement.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and provide appropriate recommendations.

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Prepare technical presentations for diverse audiences.

Interpret and apply department/program information in making work decisions or in providing information to others.

Research, compile, tabulate, analyze, and interpret data and information.

Write administrative summaries, reports, and other documents.

Communicate in a clear, concise manner, both orally and in writing.

Plan and organize work to meet schedules and timelines.

Establish and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.