

ASSOCIATE MANAGEMENT ANALYST

Code No.: 3-18-374
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management level staff position responsible for assisting with the coordination of analytical activities regarding budgetary, financial, or programmatic operations. This position differs from Senior Management Analyst by virtue of the increased responsibility for oversight of the activities of an office and acting on behalf of senior management staff in various settings, during absences. The employee reports directly to, and works under the general supervision of a senior manager, administrator, department or division head or other higher-level staff member with wide leeway allowed for the organization of materials and the selection of methodology utilized in completing assignments. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed, although not listed.)

Coordinates and, where appropriate, executes multi-year budget forecasting and management analysis activities;

Assists in the planning and scheduling of the office's workload;

Analyzes specific high level operational, programmatic or financial issues as requested by senior management;

Analyzes, designs, develops, and implements new or revised policies and procedures or systems to achieve financial or management objectives;

Trains staff in the implementation of new or revised policies, procedures, and systems;

Consults with the administrator and senior staff members on matters relating to office efficiency, effectiveness, and compliance issues;

Determines improvements that can be made in department efficiency or effectiveness through changes in organization, staffing, allocation of resources, work methods, information flow, or other means.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of financial administration, budgeting, and financial analysis; good knowledge of techniques involved in the planning, implementation, and assessment of management systems; good knowledge of information technology and its application to management analysis; good knowledge of the principles and practices of supervision; good knowledge of program planning and design; good knowledge of local government organization and functions; working knowledge of statistical techniques used in financial and management analysis; good knowledge of public personnel and labor relations administration, and its impact on financial and management analysis activities; good knowledge of the principles and practices of government accounting; ability to understand, interpret, and analyze complex written and quantitative material; ability to organize material and write/create effective narrative and financial reports and business correspondence; ability to communicate orally and in writing; ability to make effective oral presentations; ability to plan and organize individual and group workloads and meet established deadlines; supervisory ability; ability to establish effective working relationships; ability to operate a computer using software related to the reporting and analysis of financial data; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus four (4) years paid full-time or its part-time equivalent experience in budget preparation, or budget analysis, or financial planning, or financial

analysis, or financial eligibility determination and client budget planning, or statistical analysis, or management analysis; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus eight (8) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: If appointed, candidates will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate the capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: December 4, 1997

REVISED: March 5, 2009

REVISED: May 5, 2016

REVISED: October 8, 2020

REVISED: May 6, 2021