

MANAGEMENT ANALYST

Code No. 3-18-168
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position responsible for assisting departments in determining and implementing management improvements, performing management and financial analysis and budget planning, and reviewing annual budget submissions. The employee reports directly to, and works under the general supervision of a higher-level management analyst or other higher-level staff member with the exercise of independent judgment allowed when organizing materials and selecting the methodology required to complete assignments. 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.)

Consults with department heads, division heads, and/or senior staff members on matters relating to department, agency or school efficiency and effectiveness;

Analyzes department, agency or school operations and identifies specific functions or programs for improvement;

Reviews and edits statements of objectives and recommends evaluation measures for each function or program;

Designs procedures for collecting and auditing evaluation data;

Determines improvements in department, agency or school efficiency or effectiveness through changes in organization, staffing, allocation of resources, work methods, information flow, or other means;

Works with staff in the implementation of management improvements;

Prepares budget instruction materials for use in preparing annual budget submissions;

Consults with department, agency, or school staff on budget preparation and control;

Reviews revenue estimates and capital project requests;

Obtains supporting data from departments, agencies or schools to justify requests for new spending, new programs, or changes in programmatic operations;

Provides analysis of annual budget proposals and makes recommendations for appropriate action;

Organizes materials, analyzes data regarding prior and proposed budgets, and develops financial and narrative reports including variance narratives;

Coordinates the work of Management Analyst Trainee or clerical staff for assigned projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of public administration; good knowledge of local government organization and functions; good knowledge of basic research procedures and statistical methods used in management and financial analysis; working knowledge of the application of computer systems to financial

and management analysis; ability to understand, interpret, and analyze quantitative data; ability to understand, interpret, and analyze complex and detailed written material; ability to organize material and write/create effective narrative and financial reports and business correspondence; ability to plan and organize individual workload and meet established deadlines; ability to plan, organize, and monitor the workload for clerical and technical staff for assigned projects; ability to establish and maintain effective working relationships with internal staff and with representatives from other departments and agencies; ability to communicate orally and in writing; ability to operate a computer using software related to the reporting and analysis of financial data; good judgment; physical condition commensurate with 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) 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,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) 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 you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: December 20, 1984

REVISED: September 9, 1999

REVISED: March 6, 2008

REVISED: January 7, 2016

REVISED: May 6, 2021