

## **PRINCIPAL MANAGEMENT ANALYST**

Code No.: 3-02-009  
910012  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high level staff position involving responsibility for the design and implementation of management improvement projects, or the supervision of other employees in these tasks. Duties involve utilizing research techniques, systems analysis, quantitative analysis, and other management tools in the performance of duties. This class differs from Associate Management Analyst by virtue of the increased complexity of analysis, the degree of independence allowed in the execution of assigned projects, and in the diversity and scope of management analysis assignments. Employees may be assigned to direct a team of professional and clerical staff members in management analysis studies, or in the analysis and review of annual department budget submissions. The employee reports directly to, and works under the general supervision of a department or division head or other higher-level staff member with independence 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.)

Plans, organizes, and implements projects related to improving organizational efficiency and effectiveness;

Evaluates existing management systems and practices, and recommends improvements;

Performs long-range planning for management and financial operations;

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

Prepares comprehensive narrative and statistical reports for presentation to, and discussion with, executive management and/or governing boards;

Confers with management, staff, and operations personnel to assess needs and design systems;

Trains staff in the implementation of new or revised systems;

Develops methods for financial projections.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of techniques involved in the planning, implementation, and assessment of management systems; thorough knowledge of principles and practices of financial administration, budgeting, and financial analysis; good knowledge of data processing 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; working knowledge of public personnel and labor relations administration, and its impact on financial and management analysis activities; working 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 prepare effective narrative and financial reports, and business correspondence; ability to speak effectively and make effective oral presentations; ability to plan and organize individual workload and meet established deadlines; ability to organize, monitor, and evaluate the work of a professional staff; 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 five (5) 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 seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** 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:** May 25, 1979

**REVISED:** December 20, 1984

**FORMERLY:** Associate Management Analyst

**REVISED:** May 6, 2021