



## MANAGEMENT ANALYST

**Department:** Multiple  
**Job Class#:** 567900  
**Pay Range:** Professional 07

**FLSA:** Non-Exempt  
**Represented:** No

**GENERAL FUNCTION:** This is professional work of a complex nature. Work involves conducting complex management studies, audits and analyses of current and proposed operations and programs related to organizational structure, budgets and the utilization of departmental staff, equipment and facilities; and suggesting alternatives to improve performance and increase productivity and efficiency.

### **ESSENTIAL FUNCTIONS:**

- Conduct complex management studies, audits and analyses of current and proposed operations and programs.
- Research, and analyze department/division operations and activities including special projects and studies and associated budgets.
- Analyze complex department/division issues and make recommendations for improvements.
- Develop and prepare written reports regarding research, findings and recommendations.
- Advise management and staff regarding complex, multi-dimensional issues impacting diverse programs and policies.
- Assist management in formulating and implementing strategic plans, initiatives, departmental policies, goals, objectives and performance standards.
- Assure that policies, procedures and methods are consistently applied and as necessary assist in development/updates to policies and procedures.
- Serve as point of contact for information regarding division policies and processes. Participate in preparation and monitoring of the annual and operating budgets, grant proposals and contracts.
- Compile statistics and prepare reports for management regarding budget and expenditures; and make recommendations regarding purchasing, training and travel.
- Provide guidelines and technical expertise to other staff members and furnish information to county policy makers and the public.
- Attend meetings with division manager, supervisors, public officials, private agency representatives and public/citizen boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility; and maintain awareness of federal, state and local regulations.
- Oversee and assure the implementation of approved recommendations and action plans.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Provide guidance to staff on division/department goals in an effort to meet the specific goals developed by the department.
- Explain or interpret complex rules, policies, and procedures and may make decisions within those established policies and procedures.
- Participate in designing, writing, editing, and distributing informational materials to departmental staff, County departments and the public for educational and reporting purposes.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.

**SUPERVISION RECEIVED AND EXERCISED:** The Management Analyst is responsible for coordinating various programs, projects and administrative functions for a division and/or department. Work is performed under general direction of a manager and work assignments are carried out in accordance with broad objectives. This position requires a considerable amount of independent initiative in methods and procedures in collecting, analyzing, interpreting and reporting data. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements and degree of conformance with established standards of performance. This position does not perform supervisory functions but may be assigned lead worker duties.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Management Analyst typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Research methodology, data collection, analysis and reporting.
- Techniques of organization and management.
- Principles and practices of public administration.
- Human resource practices and processes.
- Methods and techniques of budget preparation and execution.
- Fiscal accounting and general contract administration processes.
- Applicable federal, state and local laws, rules, policies and procedures.
- Computer applications, county data base programs, and spreadsheet applications.

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**Skill in:**

- Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
- Communicating policy and procedures to the Department.

**Ability to:**

- Lead meetings, facilitate work groups and represent department/division management and leadership.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical nature in support of Division/Department/County goals and objectives.
- Communicate effectively, both orally and in writing.
- Understand and execute complex oral and written instructions, to anticipate section and departmental needs, and to apply specific guidelines to a wide variety of work situations.
- Coordinate, analyze and administer a wide variety of tasks, including studies, programs, projects, policies and procedures.
- Prepare detailed and accurate analysis and reporting as assigned individual and team tasks in a timely manner.
- Establish and maintain effective work relationships with employees, management and other County departments as necessary.
- Organize multiple tasks and projects.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor's degree in public or business administration, or a closely related field and two years of progressively responsible administrative experience OR any equivalent combination of experience and education is required. Positions in specific program areas may require program-related experience, education and/or training.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete all required background investigations including submission of fingerprints.