Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Management Analyst Series

Classes in the Series

Class Code	Class Title
00733/90733	Management Analyst 1
00734/90744	Management Analyst 2
00736/90736	Management Analyst 3
00737	Management Analyst 4 – *Class is suspended from further use*

Series Concept

This series includes positions that conduct studies (i.e., work measurement projects, progress reporting systems, work simplification, organizational analysis, methods and procedures analysis, documentation procedures and control, files analysis and design, records scheduling, and resource utilization and control) of an organization's work processes/practices and recommend changes in workflow, organizational structure, information technology application, procedure manuals, forms, etc. to promote increased organizational efficiency and effectiveness. This series also includes positions that function as a business systems analyst, project manager for a wide variety of project types, or an agency's primary records manager.

Exclusions

The following are excluded from classification within this series:

1. Positions that perform general program management duties that do not require an in-depth knowledge of management analysis.
2. Positions that manage projects of a specific type within the scope of a specific field of work (e.g., information technology, construction, engineering, natural resources, etc.) should be classified in the most appropriate specialized classification series.

Class Distinctions

Management Analyst 1

Positions in this class function in a trainee capacity as part of an established trainee/journey concept. Work is performed under close supervision and is typically characterized by learning assignments (e.g., conducting an organization review, performing limited management analysis of an organizational segment under close supervision, assisting in the preparation of reports/graphs, and attending meetings and classroom instruction to improve knowledge, ability, and skill). Employees spend a minimum of 12 months at this level preparing to be eligible for advancement to the journey level of the series.

Management Analyst 2

This is the experienced/full performance journey-level class in the series. Work is performed under general supervision and no longer in training or learning capacity. Duties involve the application of a broad knowledge of management theories, principles, and techniques to assist in gathering, analyzing, and evaluating information concerning management processes. Positions deal with different kinds of management problems in work measurement projects, progress reporting systems, work simplification,

organizational analysis, methods and procedures analysis, documentation procedures and control, files analysis and design, records scheduling or disposition, and workforce utilization and control.

Positions that function as the primary records manager for a small or medium-sized state agency (with fewer than 700 employees) are also found at this level. Positions are responsible for the effective and appropriate management of an agency's printed and digital records.

Management Analyst 3

Positions work under limited supervision and perform one of the following functions:

- Perform lead worker duties (i.e., instructing employees, answering questions, distributing and balancing workload, and checking work; may make suggestions on selection, promotions, and reassignments) over two or more employees involved in a department's management review program.
- Oversee, plan, organize, and are responsible for an entire department's management review program as well as the initiation and prioritization of the analysis. Positions identify and evaluate management problems, determine study needs, assign project review priorities, analyze management problems, and make change recommendations to high-level department executives.
- Manage a wide variety of projects to improve various agency processes, procedures, operations, technologies, and/or practices. Positions are responsible for the complete range of the project management process (i.e., initiate, plan, execute, monitor, control, and evaluate) for a wide variety of project types that are not attributable/limited to any one specific field of work (e.g., information technology, construction, engineering, etc.).
- Function as a business systems analyst with both a business analysis and information technology background. Positions plan, analyze, document, design, test, and launch business technology systems in support of core organizational functions and processes. Positions facilitate communications and serve as an intermediary between business units and information technology.
- Function as the primary records manager for a large state agency (more than 700 employees). Positions are responsible for the effective and appropriate management of an agency's printed and digital records.

Management Analyst 4 *(suspended from further use)*

This job class is suspended from further use pending the outcome of the review of the series, pursuant to the Department of Administrative Services administrative rule 52.1(2). This job class is not available for general use. Positions currently classified in this job class will be reviewed and reclassified when vacancies occur.

Effective date: 08/22 SA