Management Analyst Series

Classes in the Series

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Series Concept

This series includes those 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 work flow, 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 which do not require an in-depth knowledge of management analysis.
2. Positions that manage projects of a specific type as part of their duties within the scope of a specific field of work (e.g., information technology, construction, engineering, natural resources, etc.). Such positions should be classified in the most appropriate specialized classification series.

Class Distinctions

Management Analyst 1

Employees 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., conduct 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 and differs from the first level in that work is performed under general supervision and no longer in training or learning capacity. It involves the application of a broad knowledge of management theories, principles, and techniques to
assist in gathering, analyzing, and evaluating information concerning management processes after being given the specific assignment by management. Incumbents have the capability to 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/disposition, and workforce utilization/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. Position incumbents are responsible for the effective and appropriate management of an agency’s printed and digital records.

**Management Analyst 3**

Employees in this class work under limited supervision and are differentiated from the second level of the series on the basis of performing 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. Position incumbents 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. Incumbents are responsible for the complete range of the project management process (i.e., initiate, plan, execute, monitor/control, and close/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. They plan, analyze, document, design, test, and launch business technology systems in support of core organizational functions/processes. They facilitate communications and serve as an intermediary between business units and information technology.

- Function as the primary “records manager” for a large state agency (in an excess of 700 employees). Position incumbents 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 use. As current positions become vacant, vacant positions will need to be reclassified appropriately.

*Effective date: 12/16 SA*