

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
MANAGEMENT ANALYST 1

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**DEFINITION**

Performs trainee level professional work involving the evaluation of managerial procedures and practices and the development of recommendations for improvement; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Analyzes and recommends new, or improvements in existing records and files systems, machines, equipment, space layout, mail recording and routing, records classification and release; studies appropriate laws and regulations and determines objectives and obligations of agency; recommends plans to control the retention, transfer, retirement or disposal of agency records.

Analyzes organizational structure and work processes; prepares process, work distribution and other charts; determines measurable work units and operations; makes workload surveys and recommends changes in work distribution and reassignment of functions.

Collects and analyzes data and determines necessity for work performed, applicability of work unit standards, workload, projections, deviations from standards and effectiveness of processes and procedures.

Makes fact-finding surveys; collects and analyzes data and prepares manuals and handbooks regarding procedures to be followed in handling incoming and outgoing communications.

Reviews specified operations of limited scope and identifies areas that need improvement in regard to efficiency, economy, and effectiveness.

**COMPETENCIES REQUIRED**

Knowledge of management practices, theories, techniques, and methodology.

Knowledge of the principles and practices of public administration and general services administration.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to analyze and comprehend organization and procedural problems.

Ability to express ideas effectively, orally, and in writing.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail, and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree;

OR

an equivalent combination of education and experience substituting one year of management analysis work for each year of the required education, with a maximum substitution of four year.

**NOTE:**

Designated positions in this job class at the Department of Public Defense will require that applicants be eligible for, and obtain, a Secret or above government security clearance. Successful applicants must acquire a government vehicle operator's license within thirty days of employment.

Effective Date: 1/12 BR