

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**SUSPENDED FROM USE**  
**MANAGEMENT ANALYST 4**

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**DEFINITION**

Performs highly responsible administrative work analyzing and developing improved managerial procedures and practices in a large state agency; performs related work as is 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**

Evaluates present systems and programs in terms of their efficiency; recommends, develops, and assists in the implementation of new systems, procedures, and policies.

Maintains liaison with administrators in the contemporary development of new systems and in determining the feasibility of utilizing business and electronic applications; develops and presents recommendations for the improvement of established systems and programs or the design of new systems.

Directs the installation of new and improved methods and systems; directs or assists departmental officials in providing training for personnel affected by new or modified systems and procedures.

Provides technical advice to departmental officials on management problems of unusual difficulty and importance.

Directs and participates in the preparation of staff reports, procedural manuals, charts, forms, and other related materials.

**COMPETENCIES REQUIRED**

Knowledge of the basic principles of management, organization, business/government finance and administration.

Knowledge of departmental policies, procedures, and regulations.

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

Ability to lead, plan, organize, control and evaluate the work of other employees as required.

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

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from a four-year college or university and six years of technical experience in management analysis work, two years of which involved advanced level technical analysis work;

OR

an equivalent combination of education and experience, substituting one year of technical management analyst work experience for each year of the required education, with a maximum substitution of four years;

OR

graduate level course work in public or business administration, industrial management, management information systems, financial management, or closely related fields for the required management analysis work experience with a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full time experience as a Management Analyst 3 shall be considered qualified.

Effective Date: 1/12 BR