NATURE OF WORK

This is beginning level professional, technical and analytical work in the research, applied methodology, design, development, recommendation and implementation of new or improved operational plans, programs or procedures to enhance management efficiency.

Work involves providing assistance in conducting detailed feasibility studies to improve organizational and operational efficiency through the compilation and analysis of information relating to organizational structures, programs, services, methods, reports and procedures and for the preparation of recommendations to enhance the operational effectiveness of the department. Work includes the study of internal and interdepartmental organizational relationships, functions, services and data, the analysis of existing methods, or proposals, and the application of computer sciences, statistical inferences and analytical methodology with the overall objective of improving departmental services and responsiveness to changing requirements. An employee in this class participates in the preparation of moderately complex analytical and research reports, summaries and recommendations and may assist in the resolution of the more difficult work problems and development of automated systems. Work assignments are generally performed under immediate supervision, however, responsibility for more difficult work assignments become acquired as the employee gains more training and experience on the job. Work is performed under the direction of an administrative supervisor who reviews work through observation, conversation, the analysis of prepared reports and recommendations and the evaluation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in, or may directly research, plan, develop, recommend and implement moderately complex management studies involving organizational goals, relationships and functions, services, re-alignment of existing programs, adoption of new plans and programs, work and operational improvements for an assigned department.

Participates in, or may prepare, detailed reports, summaries and recommendations based on the analysis of research data for management efficiency studies.

Compiles and analyzes financial and operational data from available sources and disseminates findings as necessary.

Coordinates the development and implementations of approved procedures and provides training sessions to employees for program implementation and interpretation.

May develop automated systems on a CRT and/or PC microcomputer, including the use of available statistical packages or programs, and coordinate systems development and programming to monitor and improve department operations.

Designs and develops automated control reporting systems for use in analyzing
operational procedures; evaluates performance data on a continuing basis and conducts periodic re-evaluations of prior analyses.

Makes mathematical and statistical computations; prepares charts and tables; interviews and consults with departmental personnel to determine data and information to accumulate a data base for assigned projects.

Designs flow charts and block diagrams and develops and coordinates programming procedures to increase operational efficiencies.

Performs related work as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of organization, administrative practices and procedures and modern management methods and public administration.

Some knowledge of computer science, including systems development and programming.

Some knowledge of statistical methods and research techniques and effective methods of conducting administrative and other management studies.

Skill in the operation and application of a CRT and/or PC terminal.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with employees as necessitated by the work.

Ability to organize and present clear, concise and factual oral and written technical reports of findings and recommendations.

Ability to perform simple drafting functions in the preparation of graphs and charts.

Ability to functionally coordinate the results of work of various units into a specific research problem.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public administration, computer science, accounting, business administration or a related field.

Some experience in management methods analyst work.