

Management System Analyst

Job Code	Job Title	Pay Grade
4097C1	Management Systems Analyst I	26
4098C1	Management System Analyst II	29
4149C1	Management Systems Analyst III	32

CONCEPT:

Work involves analyzing the organizational structures, administrative policies, and management systems in an agency, and developing and recommending improvements.

TASKS:

MSA I

- Conducts organizational and management analyses; prepares reports of research findings; conducts cost analysis, statistical analysis, budget forecasting and/or effectiveness studies such as office space and facilities utilization, staffing needs and operating procedures, including studies for the improved delivery of service; provides team leadership on assigned projects.
- Develops agency-wide records and reporting systems to reduce duplication between a variety of programs, manages an agency-wide forms control program; develops or writes formal policies and procedures for inclusion into agency manuals.
- Coordinates the implementation of new and revised work methods and systems in close cooperation with operating personnel and agency administrators including long range planning for the agency or specific program.
- Analyzes current and past budgets, prepares and justifies budget requests, and allocates funds according to spending priorities in an agency; analyzes accounting records to determine financial resources required to implement program and submits recommendations for budget allocations; advises staff on cost analysis, fiscal allocations, and funding resources.
- Consults with management and assists with needs assessment and the preparation of building space programs and capital improvement plans, including cost estimates used as a basis for appropriating project funds.
- Researches, analyzes, and selects appropriate building materials and construction systems which meet program requirements; may negotiate leases and/or review real estate contracts for compliance with agency specifications and suitability.

MSA II

- Plans, develops, and administers records management policies designed to facilitate effective and efficient handling of business records and other information.
- Responsible for formulation, monitoring and presentation of budgets for controlling funds; correlates appropriations for specific programs with appropriations for divisional programs; consults with unit heads to ensure adjustments are made in accordance with program changes.
- Ensure that general orders, post orders, policies and procedures are in compliance with the requirements of a variety of outside regulating and accrediting entities.

MSA III

- Advises management of the impact of implementing major policy and program options on the organizational systems in a large agency.
- Manages a complex agency evaluation and analysis program; supervises a professional staff involved in performing research, statistical, budget, cost and organizational analysis to develop and implement various policy options in a state agency.
- Plans, organizes, and directs the development of management analysis reports on agency wide systems for forms design and control, data collection and reporting, staff efficiency evaluation, office space and facilities utilization, capital improvement planning, communications and improved delivery of services.
- Determines the nature and scope of the systems analysis work to be performed; assigns work on a project basis by selecting a project leader and determining the internal or external members who would most effectively perform the work of the project.

LEVELS OF WORK

- Class Group consists of three classes.

Management System Analyst I: Work involves the preparation of reports summarizing findings and recommending to management changes in organization programs, structure, methods, policies, procedures, or practices concerning such management systems as budget forecasting and/or operations, records and information management. Work may include assisting in budget preparation for a large agency, or planning and implementing capital improvements, office space and/or physical facilities projects.

Minimum Requirements: Three years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Management System Analyst II: The assignments at this level are broader in scope and require a multidimensional knowledge of agency programs. Work also may include responsibility for an agency or program budget, advising management of the impact of implementing major policy and program options on the organizational systems of the agency.

Minimum Requirements: Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Management System Analyst III: This is supervisory work that involves supervising a staff in the analysis of public policy, organizational and procedural systems to provide information on which major policies and programs can be developed, implemented, and evaluated. Performs complex analysis on management policies and procedures and makes recommendations regarding an agency's compliance with outside regulatory bodies and organizational or procedural systems. Work also includes determining the scope of analysis, selecting the appropriate internal and external team members and directing the development of management reports for the agency.

Minimum Requirements: Five years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.