Franklin County
Board of Commissioners
HUMAN RESOURCES
1803

CLASSIFICATION TITLE: Management Analyst 2, Policy	**CLASS NUMBER:** 70402	**FLSA:** Non-Exempt
AGENCY/DIVISION: Child Support Enforcement Agency	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-bargaining	**PAY GRADE:** N16	**POSITION CONTROL #:** Varies
POSITION LOCATION: 80 E. Fulton Street Columbus, Ohio 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Social Program Administrator 2 (80250)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 2 classification is to update and develop procedures for assigned staff, programs and activities while ensuring compliance with federal and state rules.

JOB DUTIES:

Maintain a diverse knowledge of child support programming. Work with the Agency Director and Assistant Director to develop and evaluate strategies to meet key performance indicators and metrics. Collaborate with Data Management Supervisor to collect and track data for monthly reports. Develop working knowledge of state reports. Conduct statistical analysis of key program performance measures.

Plan quarterly performance meeting; prepare presentation and lead organizational meetings. Develop processes and lead meetings to support the Agency strategic plan. Lead meetings to track progress and identify opportunities for innovation, improvement, and leveraging efficiencies. Ensure strategic initiatives, teams, and projects support the Agency mission, vision, and values. Assist with project management, administrative support, and evaluation for strategic planning initiatives.

Work with management to create professional development opportunities for staff. Assist Employee Development Administrator in the development of new training areas and evaluation, as needed. Develop and implement an Agency Experience Management program to ensure Agency processes are informed by an understanding of how the Agency interacts with our community and employees. Design this program to strengthen trust between the Agency, employees, clients, and the community. Recommend improvements to existing processes and policies through this program. Communicate with community and government agencies to establish and maintain a positive relationship. Advocate for policy change. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; agency policy and procedures; government structure and process. Skill in equipment. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publications; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects, handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, or related field with three (3) years of business or public administration, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Effective Date:_____

<u>Acknowledgement of Receipt</u>:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____   _____
Employee Name   Employee Signature

_____
Date