

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Management Analyst 2	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 030156
<u>POSITION LOCATION:</u> 373 S. High St., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Administration (030205)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Management Analyst 2 classification is to assist higher level administrators by researching, analyzing and revising operations, programs and policies, and act as a team lead.

JOB DUTIES:

Provide leadership and guidance within the unit. Work independently and as part of a team to monitor the operations of the agency and recommend changes to increase efficiency. Serve as a consultant for improving agency efficiency and operations. Evaluate and suggest procedural changes and implements changes in various areas of the agency. Maintain data in a database which includes activity lists, reasonable expectancy and employee data. Input data in a database system; gathers statistical data from agency staff to use in determining effects of process changing and staffing levels. Monitor staff compliance with procedural changes. Maintain written records of the activities of all department in the agency. Consult with agency staff on the contents of departmental documentation. Collect, compile, and analyze data, policies, and business models related to Public Facilities Management. Help implement “best” practices and programs. Provide communication assistance to the program managers and human resources in regards to policies and procedures to ensure that programs are meeting all established standards for performance.

Design and evaluate forms for collecting and reporting agency efficiency data. Provide technical information to agency staff. Attend meetings and serve on committees, as requested; attends meetings, conferences, training seminars, and in-service training. Act as a lead worker providing direction and guidance to Management Analysts regarding the performance of human resources tasks such as staffing, disciplinary proceedings, onboarding, offboarding compliance and recruitment. Initiate HR actions. Implement union contract provisions, employee handbook and agency work rules. Conduct interviews, investigations and compile reports. Determine levels of discipline. Represent agency at hearings and meetings. 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 work force planning; employee training and development; human resources development; public relations; agency policy and procedures; government structure and process; electronic data processing. Skill in word processing, equipment operation. Ability to deal with problems involving several variables in familiar context; carry out instructions in written, oral, or picture form; define problems, collect data, establish facts and draw valid conclusions; deal with some abstract but mostly concrete variables, maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports and position papers; work alone on most tasks; 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 communication, business administration, accounting, or related field with two (2) years of business administration, public administration, or related field.

Additional Requirements

No special license or certification.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

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