

WASHINGTON STATE DEPARTMENT OF PERSONNEL

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Specification for Classes of

MANAGEMENT ANALYST 1, 2, 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Plans, organizes, and conducts management, organization, and operations analysis activities within a State agency.

Positions in this class series are allocated on the basis of complexity and degree of finality of work performed. Management Analysts 1 is the entrance level; positions in this class normally assist higher level analysts in conducting studies and analyses regarding varied and complex management problems, or conduct less complex studies independently. The 2 class may be described as the working level; these positions normally plan and conduct studies and analyses regarding varied and complex management problems requiring development of problem-solving techniques under the supervision of a higher level analyst. The 3 class is the senior level; these positions normally handle the more complex, multi-dimensional management problems requiring a high level of originality and independent judgment, and work under the direction of the management analysis program head. Supervision may be a function of 3 level positions.

Typical Work

Consults with administrative, supervisory, and operating personnel to determine and define problem areas;

Analyzes such problem areas as organization, personnel and equipment utilization, forms design and function, systems, procedures, etc., to determine needed modifications or improvements;

Devises and recommends solutions to such management problems as procedures design using such techniques as flow charts, time motion studies, and energy consumption analyses to eliminate duplication, facilitate work flow, and assure optimum utilization of equipment and staff;

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Studies existing performance standards, recommends changes where needed, and establishes system of reporting to assure conformance with accepted standards and practices;

Conducts special investigations, surveys, and analyses as assigned; prepares reports and findings;

Performs other work as required.

Knowledge and Abilities (All levels)

Knowledge of: principles and techniques of management and organizational analyses; principles of administration; office engineering; forms design; business machine utilization; systems and procedures analyses; industrial psychology, sociology and engineering; accounting, research methods; statistics.

Ability to: conceive, plan and conduct management analysis studies and surveys; analyze and interpret complex data, write reports clearly and effectively; develop methods and techniques for solving varied, complex management problems; work effectively with others; think creatively, integrate abstract concepts; present ideas effectively.

Minimum Qualifications

Management Analyst 1, 2, 3

A Bachelor's degree involving major study in public administration, business administration, industrial psychology, industrial sociology, industrial engineering or closely allied field.

AND

Management Analyst 1

One year of administrative, supervisory or consultative experience in government or private industry.

Management Analyst 2

Two years of administrative, supervisory or consultative experience in government or private industry.

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Management Analyst 3

Three years of administrative, supervisory or consultative experience in government or private industry, including or supplemented by one year of technical experience in management or administrative analysis.

Management or administrative analysis experience is interpreted to mean performance in a position which has been specifically and regularly assigned responsibility for planning and conducting intensive organization, administrative, systems, methods, personnel or budget and finance studies and surveys leading to program evaluation and improvement. Such experience is normally gained in a staff agency or staff position.

A Master's degree in a field mentioned above may be substituted for one year of nontechnical experience at all levels.

Additional qualifying experience may be substituted, year for year, for education.

New class: 7-1-67

Revised minimum qualifications (3 level only): 3-25-77