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MANAGEMENT ANALYST  
(DEPARTMENT OF PERSONNEL)

General Statement of Duties and Responsibilities

Under supervision, with latitude for independent initiative and judgement, performs professional or administrative work of ordinary difficulty and responsibility in the areas of agency budget preparation and management analysis; performs related work.

Examples of Typical Tasks

Participates in the preparation of fiscal requests and staffing proposals; makes recommendations on same based upon statistical analyses and cost effectiveness techniques.

Collects, organizes, analyzes, interprets and presents data relative to management problems in the agency.

May supervise support and technical staff assisting in the functions listed above.

Qualification Requirements

1. A baccalaureate degree from and accredited college; or
2. A four year high school diploma or its educational equivalent and 4 years of professional experience in budget preparation, administration or analysis, administrative management, personnel administration, training and development or management analysis.