

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Management Analyst I	Job Code: 1130
Date: June 8, 1998	EEO Code: PR
FLSA Designation: Non-exempt	Civil Service Status: (Unclassified) Covered

DEFINITION: This is entry level professional analysis work in support of various departments with emphasis in specific program areas.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all assigned duties under his/her general supervision. This work differs from higher level Management Analyst classes by its lesser degree of responsibility and complexity of tasks and higher degree of supervision received. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Assists in directing various programs within specific departments; promotes programs and projects; makes recommendations and assists in designing new programs or processes; maintains required records.

Receives and reviews requests; assists in and performs basic and general research and analysis with general direction to acquire specialized knowledge; refines information for presentations; conducts and attends meetings; writes and submits various reports as required; effectively and tactfully assists other departments, employees, and the public.

May assist in or perform basic grant writing and coordination duties, including the following: researching, identifying, evaluating, and recommending available funding sources; obtaining, analyzing, and preparing all information and documents necessary for grant applications; and coordinating the appropriate expenditure of grant funds in accordance with grant stipulations.

Assists department administration as needed, and performs other related duties as required.

MINIMUM REQUIREMENTS: **A)** Bachelor's degree in Public or Business Administration or closely related field and one (1) year of job-related experience; **or B)** an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience].

License(s). A valid, lawful driver's license may be required.

SELECTION FACTORS:

General knowledge of:

- related laws, codes, policies, and rules and regulations governing the functions of the position.
- the operations, functions, and terminology common to the work.
- basic English composition, spelling, and grammar.

Ability to:

- organize assigned work and develop effective working methods.
- work with only general supervision.
- perform general and basic research and statistical analysis and make sound recommendations.
- prepare clear, concise, accurate, and informative reports.
- assist in making professional staff presentations.
- work effectively on individual or team projects.
- develop and maintain effective working relationships.
- perform work with speed and accuracy.
- communicate effectively--verbally and in writing.

TOOLS AND EQUIPMENT USED: Calculator, computer, telephone, presentation charts, vehicle, and other office equipment as necessary.

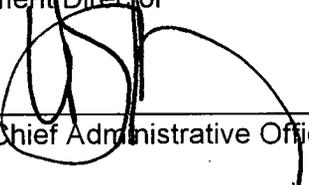
PHYSICAL DEMANDS: This work requires remaining seated at a computer or desk for extended periods of time. Some positions may include driving to project sites, climbing ladders, crawling under homes, and other inspection-related physical demands.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including, the meeting of strict deadlines, contact with individuals in potentially difficult situations, and other stressful conditions related to the work place. Some positions may require occasional to frequent exposure to adverse weather conditions and the hazards of "hard hat" construction areas. *Note: Employees of this class may be subject to on-call status.*



 Department Director

8 July 98
 Date



 Mayor/Chief Administrative Officer

7 JULY 98
 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. This class specification supersedes earlier versions.