

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Management Analyst II	<b>Job Code:</b> 1131
<b>Date:</b> June 8, 1998	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> (Unclassified) Covered

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

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to a department director or designee and perform assigned tasks under very general and infrequent supervision. This work is distinguished from that of the Management Analyst I level by its higher complexity of tasks, specific program accountability, and lesser degree of supervision received. It is distinguished from that of the Management Analyst III by its lesser complexity of tasks, lesser level of responsibility and accountability, 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:** Directs various programs within specific departments; promotes programs and projects; makes recommendations and designs new programs or processes; maintains required records.

Receives and reviews requests; performs research with general direction to acquire specialized knowledge; analyzes information and refines for presentations; performs statistical analyses and makes recommendations based on results; conducts and attends meetings; writes and submits various reports as required; effectively and tactfully assists other departments, employees, and the public; answers questions regarding specific area of responsibility.

May perform grant writing and coordination duties, including the following: researching, identifying, evaluating, prioritizing, and recommending available funding sources; making presentations to boards and agencies as needed; maintaining effective working relationships with associated organizations/individuals; obtaining, analyzing, and preparing all information and documents necessary for grant applications; overseeing programs and activities associated with outside funding; and coordinating the appropriate expenditure of grant funds in accordance with grant stipulations.

May supervise subordinate personnel as assigned; 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 either two (2) years of experience as a Management Analyst I or three (3) years of comparable, 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]. **NOTE: Applicants appointed directly to a career series position at higher than the entry level must satisfactorily complete the associated advancement criteria during the probationary period.**

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

**SELECTION FACTORS:**

Knowledge of:

- related laws, codes, policies, and rules and regulations governing the functions of the position.
- the operations, procedures, and goals of the department.
- basic English composition, spelling, and grammar.

Skill in:

- interpersonal and public relations.
- working and communicating with individuals of diverse backgrounds and varied priorities.

Ability to:

- work with very general and infrequent supervision.
- perform specific research and statistical analysis and make sound recommendations.
- prepare clear, concise, and informative reports.
- prepare and conduct professional staff presentations.
- identify the basic elements of a problem and develop logical solutions and alternatives.
- organize assigned work and develop effective working methods.
- understand a variety of administrative and technical data.
- work effectively on individual and team projects.
- perform work with speed and accuracy.
- communicate effectively--verbally and in writing.

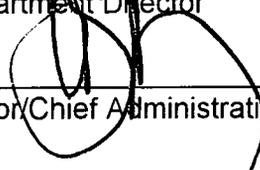
**TOOLS AND EQUIPMENT USED:** Calculator, computer, telephone, presentation charts, vehicle, and other office equipment as necessary.

**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 JUL 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.*