

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Management Analyst III	Job Code: 1132
Date: June 8, 1998	EEO Code: PR
FLSA Designation: Non-exempt	Civil Service Status: (Unclassified) Covered

DEFINITION: This is experienced 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 self-directed tasks in the assigned area of responsibility with little or no supervision. This work is distinguished from lower level Management Analyst classes by its higher complexity of tasks, more comprehensive nature, lack of supervision received, complete accountability for specific program management, and higher potential for supervisory responsibility.

ESSENTIAL DUTIES: Directs various major 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 and complex analyses with some direction to acquire specialized knowledge and makes recommendations based on results; refines information for presentations; performs statistical analyses; 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 II or five (5) 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:

Extensive 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:

- analyzing problems and identifying logical solutions and alternatives.
- interpersonal and public relations.
- preparing clear, concise, and informative reports.
- interpreting a variety of administrative and technical data.
- working and communicating with individuals of diverse backgrounds and varied priorities.
- organizing assigned work and developing effective working methods.

Ability to:

- work with little or no supervision and guide ambiguous projects with minimal direction.
- perform advanced research and statistical analysis and make sound recommendations.
- prepare and conduct professional presentations to staff and/or City Administration or other boards/commissions.
- effectively lead group projects.
- supervise other employees as required.
- 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.

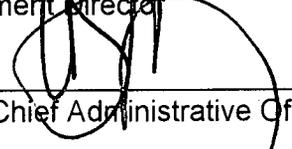
ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including, the meeting of strict deadlines, contact with individuals in potentially difficult situations, and other stressful conditions related to the work 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

Date

8 July 98



 Mayor/Chief Administrative Officer

Date

7 JUN 98

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.