

**CLASS TITLE: MANAGEMENT AND METHODS
ANALYST TRAINEE**

**Class Code: 02704100
Pay Grade: 16A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be trained in performing responsible technical research work and analyses in connection with administrative policy, methods, procedural, organizational and operational studies of a complex nature and to work independently on management analysis problems not of a complex nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom specific assignments are received and directions given; work is reviewed upon completion for conformance to accepted techniques and to insure proper management and methods analysis procedures have been followed.

SUPERVISION EXERCISED: As required may assign and review the work of clerical personnel assigned to assist in the performance of work assignments.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be trained in performing responsible technical research work and analyses in connection with administrative policy, methods procedural, organizational and operational studies of a complex nature and to work independently under close supervision on management analysis problems not presenting problems of a complex nature.

To assist Management and Methods Analyst in making field investigations in order to define problem areas and work as a member of a team conducting reviews of existing programs, methods, procedures and policies with the purpose of evaluating their administration, objectives, efficiency, effectiveness and suitability.

To be trained in developing detailed procedural or operational manuals with work flow charts, functional charts or organizational charts.

To be trained to review and refine existing forms and to develop and recommend to a superior the design of new forms.

To be trained to make detailed studies of office space problems and to study and review, as assigned, operating agencies' requests for acquiring new office equipment and determine the need and appropriateness of the requested equipment.

To be trained to assist a superior in compiling and editing the annual digest of the reports of the state government and to proof read printers' galley sheets for errors in typesetting, omissions or corrections prior to printing.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the theory, principles and practices of administrative management; a working knowledge of the organization of Rhode Island State Government; a working knowledge of the principles and methods used in the collection, analysis, evaluation and presentation and findings relative to the effectiveness of departmental and agency administrative policies, methods and procedures, organization and operations; a working knowledge of the principles and methods and techniques applied in the design of administrative forms; a working knowledge of the principles, methods and techniques applied in making studies of current space utilization and projected space requirements; the ability to analyze and evaluate data and to use clear and

precise language in the preparation of written reports of findings based on pertinent research work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment requiring the application of techniques and methods relating of research work and analyses of administrative policy, methods and management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 25, 1993

Editorial Review: 3-15-2003