

CLASS TITLE: MANAGEMENT AND METHODS ANALYST

Class Code: 02704200
Pay Grade: 22A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist 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 presenting problems of a complex nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the general and, at time, close supervision of a superior from whom specific assignments are received; work is usually reviewed upon completion for conformance to accepted techniques of management methods analysis and given instructions and with pertinent laws and regulations.

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 assist 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 presenting problems of a complex nature.

To assist in making field investigations in order to define problem areas and to work as a member of a team conducting reviews of existing programs, methods, procedures and policies for the purpose of evaluating their administration, objectives, efficiency, effectiveness and suitability in the light of current conditions, costs and modern methods.

To assist in developing detailed procedural or operational manuals with work flow charts, functional charts or organizational charts as required.

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

To make detailed studies of office space problems and requirements not presenting problems of an unusual nature and make recommendations to a superior.

To study and review, as assigned, operating agencies' requests for acquiring new office equipment in order to determine the need and appropriateness of requested equipment.

To assist a superior to compile and edit the annual digest of the reports of the state government or the annual report of a state agency and to proofread printers' galley sheets for errors in typesetting, omissions or corrections prior to printing.

As assigned to provide technical service, advice and assistance to the cities and towns on a variety of public administration problems that are not of a complex nature or extraordinary such as: personnel studies; local property assessment analyses; management and procedural studies; and municipal fiscal studies.

To advise and assist municipal officials in the preparation of legislation aimed at aiding or assisting local communities.

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 of 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 and standardization of administrative forms; a working knowledge of the principles, methods and techniques applied in making studies of current space utilization and projected space requirements of state departments or agencies and for the appropriation and use of existing or newly acquired space; a working knowledge of the principles, methods and techniques applied in the approval of requirements of state departments or agencies for office equipment; the ability to apply the foregoing principles, practices, methods and techniques; 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 analysis; the ability to establish and maintain effective working relationships with departmental and agency officials and employees; 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: January 28, 1968

Editorial Review: 3-15-2003