

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

**Class Code: 02704400
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible technical research work and analyses in connection with administrative policy, methods, procedural, organizational and operational studies especially those of a broad, comprehensive and complex nature; or as required to assist in the supervision of the work of analysts engaged in performing technical research work and analyses; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments and general instructions are received with wide latitude for the use of independent judgement; work is occasionally reviewed upon completion for conformance to accepted techniques of management methods analysis and given instructions and with pertinent laws and regulations.

SUPERVISION EXERCISED: Assigns and supervises the work of management methods analysts of varying grades and clerical assistants working on a specific work project of a broad, comprehensive and complex nature; or assists a superior in the supervision of the work of such analysts and clerical assistants in a management and methods analysis program; reviews work of such personnel in process and upon completion for conformance to instructions given and for accuracy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible technical research work and analyses in connection with administrative policy, methods, procedural, organizational and operational studies especially those of a broad, comprehensive, and complex nature requiring the making of recommendations having the effect of finality relative to:

the making of independent studies and independent research of the feasibility of proposed new and existing programs, policies, methods and procedures; the evaluation of their administration, objectives, efficiency, effectiveness and suitability in the light of current conditions, costs and modern methods; the making of detailed recommendations for elimination or simplification, or consolidation or standardization of methods, procedures and policies; the follow-up, supervision and review of the effectiveness of the implementation of such changes in methods, procedures and policies;

the developing of detailed procedural or operational manuals with work flow charts, functional charts or organizational charts; and the reviewing, refining, developing and designing of forms;

the making of studies of current space utilization and projected space requirements of state agencies and to recommend a program for the apportionment and use of existing or newly acquired office space;

the recommending of approval of the requirements of state agencies for office equipment, and approving the priority of need and type to be purchased.

To review the compilation of, and to edit, the annual digest of reports of the State government or the annual report of a state agency and to be responsible for the review of the printers gallery sheets to assure the corrections of errors in typesetting, omissions and to make such other corrections as may be needed before printing.

To supervise the providing of technical service, advice and assistance to cities and towns on a variety of public administrative problems such as: personnel studies; local property assessment analysis; management and procedural studies and municipal fiscal studies; to supervise the providing of in-service seminars, and training sessions to familiarize local officials with the latest trends in these fields.

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

Or, to assist a superior in the supervision of analysts engaged in, and/or assisting in, the performance of responsible technical research work and analysis in connection with administrative policy, methods, procedural, organizational and operational studies of a complex nature.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theory, principles and practices of administrative management; a thorough knowledge of the organization of the Rhode Island State Government; a thorough 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 thorough knowledge of the principles and methods and techniques applied in the design and standardization of administrative forms; a thorough 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 apportionment and use of existing or newly acquired space; a thorough 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 to research work and analyses above described including those of a broad, comprehensive and complex nature; the ability to assist in the supervision and review of the work of analysts and clerical assistants engaged in a program of management and methods analyses; 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 in a responsible technical research work and analysis position such as a Senior Management and Methods Analyst which required the making of administrative policy, methods, procedural, organizational and operational studies of a complex nature and submission of appropriate recommendations.

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

Class Created: January 28, 1968

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