

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1262

TITLE: MANAGEMENT ANALYST III

GRADE: S-27

DEFINITION:

Under general supervision, performs advanced-level analytic and technical work in the analysis ,data management, research and policy development related to the operations and services of a department or unit; monitors, assesses, and report on the business processes and activities, including developing, recommending, and implementing plans and programs for improvement in the performance, quality, compliance, or efficiency of operations and services; provides leadership on the evaluation and strategic planning of the department's operations, policies, and activities; plans, leads and directs large and complex projects; provides technical advice and guidance to departmental managers; **OR**

Performs a variety of advanced level professional management work for multiple administration functions within a department, such as financial or budgetary analysis, procurement and contract administration, human resources management, information technology projects, or related functions, including conducting complex analysis and diverse project management in a lead or formal supervisory capacity; AND supervises, coordinates and reviews the work of other Analysts; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Advanced-level analytical and technical work: Advanced-level work for multiple administrative functions and Supervisory.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Independently designs, develops, and coordinates ongoing department programs and special projects;

Performs a wide range of professional-level management work for more than one broad administrative function including complex analysis and diverse project management in a lead capacity;

Coordinates and manages the work of administrative, para-professional, and/or professional-level staff in the day-to-day activities of selected projects.

Plans, organizes, and coordinates changes to the policies, procedures, or processes related to multiple administrative functions (financial, procurement, budget, human resources, contract or grants administration, information technology systems, etc.);

Plans and conducts or oversees studies or research activities to ensure program quality, determine unmet needs or ensure efficacy of existing programs;

Provides guidance, recommendations, and advice to departmental managers;

Serves on committees, task forces, and management teams to evaluate the effectiveness and efficiency of existing management/administrative systems;

Writes, edits, and finalizes reports and presentations and presents findings and recommendations to department senior managers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list).

Considerable knowledge of mission, goals, and objectives of the organizational unit, program, or activities to which incumbent is assigned;

Considerable knowledge of the principles, practices, and techniques relating to the functional area of business operation (e.g. personnel, budgeting and financial management, contract administration and management);

Knowledge of the principles, practices and techniques governing management, organization, operations and programmatic services;

Ability to identify possible solutions for solving business problems;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to make oral presentations to department management, other departments, or the public;

Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;

Ability to use word processing and presentation software to prepare documents, and to use spreadsheet and statistical analysis software packages to store, manipulate, analyze and present data.

Ability to supervise and train staff.

Ability to lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in field related to the assigned functional area; PLUS

Four years of professional work experience within the functional area such as human resources, budgeting and financial management, contract administration and business management, business administration, public administration, mathematics, statistics or related field.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REVISED:	December 14, 2012
REVISED:	August 23, 2010
REVISED:	July 8, 2005
REVISED:	April 16, 2002
REVISED:	February 28, 1990