

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1263 **TITLE:** MANAGEMENT ANALYST II **GRADE:** S-24

DEFINITION:

Under general supervision, performs full-performance level professional analytic and technical analysis, data management, research and policy development related to the operations and services of a department or unit, including developing, recommending, and implementing plans and programs for improvement in the unit's performance, quality, compliance, or efficiency of operations; **OR**

Performs a variety of full-performance administrative and professional work that is moderately complex in **one or more** administration functions within an organizational unit, procurement and contract administration, human resources management, information technology projects, or related functions, including conducting analysis and project management; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Full-performance level; conducts all phases of the program/project management life cycle.

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.)

Performs a wide-range of professional work in multiple administration functions within an organizational unit including analysis and project management;

May supervise administrative and paraprofessional staff;

Performs a variety of technical and professional work related to monitoring and reporting on departmental business processes, activities, and outcomes;

Plans, develops, and implements comprehensive communication and education plans on programs and services for both County agencies and community organizations;

Assists with developing and conducting special studies and research initiatives, by designing survey instruments, gathering data and information from department staff, developing data analysis tools, conducting statistical analyses, initiating literature reviews, etc.;

Conducts analysis and reporting of quantitative and qualitative data in order to track and monitor various business process indicators;

Serves as the point-person and liaison within the department and with central County departments regarding a designated program and functional areas of responsibility;

Prepares reports and presentations of analysis and findings.

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.)

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

Knowledge of the principles, practices, and techniques relating to various functional areas 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 and describe a range of possible solutions for solving business problems;

Ability to apply research methods to design studies and assessments, and statistical analysis techniques to identify patterns and trends in data;

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 train, lead, and/or supervise paraprofessional staff.

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 the field related to the assigned functional area;

PLUS Two years of professional work experience within the functional area such as human resources, budgeting and financial management, contract administration and business management, statistics, mathematics, 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: August 23, 2010

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