

The Maryland-National Capital Park and Planning Commission

TITLE: Management Analyst I
SERIES: Management Analyst

GRADE: G **CODE:** 2510
DATE: 1/13/88

Class Definition

Under general supervision, with substantial independence or as a team member, performs professional management analysis of more than routine difficulty. Applies standard analytical techniques and procedures to a variety of assigned situations and problems. Collects and researches raw data, analyzes and evaluates data for possible application in the Commission, prepares reports and recommendations on study findings to appropriate authorities. Creates and revises Commission-wide policies and procedures (administrative practices) as directed or as Commission administrative policy changes. Performs other related duties as assigned.

Examples of Important Duties

1. Has major responsibility, in cooperation with departments, for creating and developing, editing and keeping current Commission-wide administrative regulations (practices that must be legally defensible) that frequently entail in-depth studies. Carries out such procedural studies from which Commission administrative regulations evolve. Reviews procedures and administrative processes for possible simplification, machine application, or abolishment. Presents for approval, explains and defends proposed policies and recommendations and publications (e.g., agency recruitment booklet) to the Executive Committee, Planning Boards and to the Commission.
2. Conducts studies for limited projects or parts of major projects, for departments and divisions of the Commission, supplementing reports and recommendations with computer mathematical studies as appropriate; collects current data, analyzes and evaluates statistical recommendations. Conducts and researches necessary data as part of larger, more complex management studies impacting Commission decision-making.
3. Conducts follow-up studies to determine effectiveness of implemented procedures.
4. Participates in preparation of the Commission budget (including cover design); in reconciliation of budget figures in departmental budgets, proofreads and edits same; prepares division budget proposal and processes budget data through computer applications.

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Examples of Important Duties (Continued)

5. Keeps abreast of new technology, administrative concepts in the management field and office equipment for potential application within the Commission.
6. Is the alternate departmental classifier.

Important Worker Characteristics

- A. Knowledge of (1) the basic principles of public management analysis; (2) statistical techniques and computer applications; (3) policies, procedures, techniques and practices of modern management; (4) Commission organization functions, policies and procedures*.
- B. Skill in operation of (1) micro computer*; (2) user-friendly software*; (3) calculator.
- C. Ability to (1) analyze routine problems and recommend solutions; (2) perform routine statistical analysis; (3) prepare concise and comprehensive reports; (4) communicate effectively with others.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in Business Administration, Public Administration or Management Science; or four years of experience in business/public administration, including analytical work in management analysis or
2. An equivalent combination of education and experience.

Working Conditions

Works in office.