

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Management Analyst I	Job Code: 1130
Date: October 12, 2021	EEO Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is entry-level administrative analysis work with responsibility to direct a specific departmental program.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all assigned duties under general supervision. This work differs from that of higher-level Management Analyst classifications by its lesser degree of responsibility and task complexity and higher degree of supervision received. *Note: Employees of this classification are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Assist in directing significant administrative programs within specific departments; promote programs and projects; make recommendations and assist in designing new programs or processes; maintain required records; receive and review requests; perform basic and general research and statistical analysis with general direction to acquire specialized knowledge; draft program policy; refine information for presentations; conduct and attend meetings; write and submit various reports as required; present findings and recommendations; effectively and tactfully assist other departments, employees, and the public.

May assist in or perform basic grant writing and coordination duties, including researching, identifying, evaluating, and recommending available funding sources; obtain, analyze, and prepare all information and documents necessary for grant applications; coordinate the appropriate expenditure of grant funds in accordance with grant stipulations; assist department administration as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public or Business Administration, Management, or related field and one (1) year of job-related experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License may be required.

SELECTION FACTORS: **General knowledge of:** related laws, codes, policies, rules, and regulations governing the functions of the position; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** providing customer service; prioritizing work schedule; gathering and interpreting data and converting it to relevant, usable information; thoroughly completing tasks according to instructions; practicing trust-building behaviors. **Ability to:** organize assigned work and develop effective working methods; work with only general supervision; perform general and basic research and statistical analysis and make sound recommendations; prepare clear, concise, accurate, and informative reports; assist in making professional staff presentations; work effectively on individual or team projects; develop and maintain effective working relationships; quickly and accurately perform work; communicate effectively both verbally and in writing.

TOOLS AND EQUIPMENT USED: Calculator, computer, telephone, presentation charts, document, presentation and spreadsheet software, vehicle, other office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods. Some positions may include driving to project sites, climbing ladders, crawling under homes, other inspection-related physical demands.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including, the meeting of strict deadlines, contact with individuals in potentially difficult situations, and other stressful conditions related to the work place. Some positions may require occasional to frequent exposure to adverse weather conditions and the hazards of "hard hat" construction areas. *Note: Employees of this class may be subject to on-call status.*



Mayor/Chief Administrative Officer

10/12/2021
Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*