

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Management Analyst III	<b>Job Code:</b> 1132
<b>Date:</b> October 12, 2021	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is advanced professional administrative analysis work with responsibility to direct a major departmental program and/or advise a department on program efficiency.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a department director or designee and perform self-directed tasks in the assigned area of responsibility with little or no supervision. This work is distinguished from that of lower-level Management Analyst classes by its higher complexity of tasks, more comprehensive nature, lack of supervision received, complete accountability for specific program management, and higher potential for supervisory responsibility.

**ESSENTIAL DUTIES:** Progressively direct a major program within a specific department; develop and promote administrative programs and projects; design new programs or processes; maintain required records; receive and review requests for program changes or research; perform complex research and analyses to acquire specialized knowledge; gather and organize information about problems to be solved or procedures to be improved; move programs, projects, and policies forward based on an analysis of operational strengths and weaknesses; conduct onsite observations and interviews across multiple levels of the organization to determine appropriate solutions and methods; analyze information and refine for presentation; perform statistical analyses and take appropriate action based on results; conduct and attend meetings; write and submit various reports as required; develop policy; effectively and tactfully assist other departments, employees, and the public; answer questions regarding specific area of responsibility; may perform grant writing and coordination duties, including researching, identifying, evaluating, prioritizing, and recommending available funding sources; make presentations to boards and agencies as needed; maintain effective working relationships with associated organizations/individuals.

Assist department administration as needed; may supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and recommend rewards and discipline if needed; may recommend staffing decisions including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Public or Business Administration, Management, or closely-related field and either two (2) years of experience as a Management Analyst II or five (5) years of comparable, 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]. *NOTE: Applicants appointed directly to a career series position at higher than the entry level must satisfactorily complete the associated advancement criteria during the probationary period.*

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

**SELECTION FACTORS:** *Extensive knowledge of:* related laws, codes, policies, rules, and regulations governing the functions of the position; the operations, procedures, and goals of the department; basic English composition, spelling, and grammar. *Skill in:* providing customer service; analyzing problems and identifying logical solutions and alternatives; interpersonal and public relations; preparing clear, concise, and informative reports; interpreting a variety of administrative and technical data; working and communicating with individuals of diverse backgrounds and varied priorities; organizing assigned work and developing effective working methods; practicing trust-building behaviors. *Ability to:* work with little or no supervision and guide ambiguous projects with minimal direction; perform advanced research and statistical analysis and make sound recommendations; prepare and conduct professional presentations to staff and/or City administration or other boards/commissions; effectively lead group projects; supervise other employees as required; 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.