



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

SERIES CONCEPT

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems.

Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

Develop, monitor and review complex contracts and grants; recommend approval or modification to contracts based on governing laws and regulations.

Review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals; prepare correspondence.

Review, monitor and research bills submitted to the legislature impacting the work unit; inform management of possible implications; and recommend an appropriate course of action.

Perform related duties as assigned.

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CLASS CONCEPTS

Management Analyst IV: Under general administrative direction of the department director/administrator, incumbents manage and supervise both the supervisory and professional staff in the division or section of a department engaged in providing department management with research, analysis or operational recommendations on broad departmental or divisional issues. Work is highly technical involving advanced principles, techniques and methods relating to problems or unprecedented circumstances. Management Analyst IV's are responsible for long range, broad based planning, program or policy development affecting major aspects of the work unit's activities/functions crossing divisional lines and are responsible for broad based, complex program areas. This class is distinguished from Management Analyst III by greater supervisory authority and by the broader scope of responsibility and complexity of work.

Management Analyst III: Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties.

Management Analyst II: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept. Management Analyst II's perform difficult assignments related to budgets, programs, research and drafting legislation. Positions at this level may supervise professional, technical and administrative support personnel. This class is distinguished from the Management Analyst I class based upon the independence in performing assigned duties.

Management Analyst I: Under general supervision, incumbents perform work of a professional nature as described in the series concept at the journey level. Management Analyst I's assist management in conducting research, analyzing legislative implications, budget analysis and revenue/expenditure projections, determine data processing program needs or requirements, or other activities which involve providing recommendations to management.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

MANAGEMENT ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** one year of experience as a Management Analyst III in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. (See *Special Requirement*)

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: financial analysis, planning, research, program/policy development, and budget administration. **Working knowledge of:** legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **Skill in:** designing, researching and interpreting study results; recommending courses of action based upon study outcomes and results; and motivating others and encouraging effective action; organizing, planning, implementing and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: the legislative process relating to budgeting; recognizing and assessing the impact of legislative actions; governmental accounting, auditing, and financial reporting; long range goals and objectives of the agency sufficient to develop appropriate and effective policy and procedures; and agency organizational structure and resources.

MANAGEMENT ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** one year experience as a Management Analyst II in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legislative proceedings and processes; State government agencies, resources and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and audits. **Ability to:** read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications and federal directives; write comprehensive reports, recommendations and legislative proposals using correct English grammar, spelling, vocabulary and punctuation. **Skill in:** developing computer generated reports; and organizing, developing and making oral presentations; advanced level financial analysis, planning, preparation and administration; advanced mathematical and statistical computation; designing analytical research studies; identifying research needs and problems; coordinating and implementing diverse work plans; advanced research and analysis techniques; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst IV.)

MANAGEMENT ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** one year of experience as a Management Analyst I in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques of statistical analysis including data collection, evaluation, analysis, financial statements and manipulation; statistical methods required to analyze, project and present fiscal effects; accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques. **Ability to:** analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages and trends; analyze user needs and develop appropriate solutions and requirements; produce clear, concise and valid operational manuals, reports and other presentation materials; operate a personal computer and related hardware and software; establish and maintain effective working relationships with co-workers, other agencies and the general public; organize materials, information and resources systematically way to optimize efficiency; independently organize, plan, implement and oversee multiple programs; negotiate and exchange ideas, information and opinions with others to formulate policies and programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions. **Skill in:** organizing, planning, implementing and overseeing multiple programs or areas of responsibility; *and knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst III.)

MANAGEMENT ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and one year of professional or paraprofessional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: research and analysis techniques and methodologies; accounting and budgeting; management and administration concepts, principles and practices sufficient to assist in evaluating, developing and recommending effective administrative and/or operational policies and procedures for the work unit; and various computer software including word processing, spreadsheet and database applications. **Ability to:** communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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