

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MANAGEMENT ANALYST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Management Support	C/4/1	Exempt

CLASS SUMMARY:

The Management Analyst is a standalone class. Incumbents perform professional level, individual work in research, project or program design, and the preparation of reports and presentations for review.

Duties include activities such as conducting studies and surveys, interpreting data, coordinating the gathering of information and data, process and procedures development, operational evaluations and may address human resource, finance, community relations, or other management support issues.

Some incumbents may act as lead worker, making work assignments and determining completion of work.

The Management Analyst is distinguished from other Management Support classes by the focus on management studies, systems and projects to provide support for District-wide management initiatives.



**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MANAGEMENT ANALYST**

<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Based on assignment, performs independent analysis, studies, recommendations regarding needed resources, monitoring, and review of management process actions for approval including activities such as employment and contract changes; financial operations; and/or other management support processes.	Daily 40%	C/4
Serves as lead worker for administrative support and other staff regarding assigned management support function making work assignments, monitoring completion of work, and providing training in area of assignment.	Daily 15%	C/4
Performs quality assurance within area of assignment and conducts internal audits as needed to resolve issues and solve problems.	Weekly 15%	C/4
Conducts studies and analyses in area of assignment such as calculating staffing for teachers and business functions; and making recommendation regarding process improvement designed to increase efficiency and streamline internal processes.	Monthly 10%	C/4
Prepares and maintains records and documentation.	Daily 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Bachelor's Degree in a related field and two years experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None



KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MANAGEMENT ANALYST

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- As assigned, management process, principles, and practices;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

