

## SENIOR MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for analyzing and evaluating the policies and procedures of a County department by performing complex organizational studies to provide management with recommendations regarding departmental protocols, compliance issues, automated systems requirements and needs; facility management, staffing resources and training, and other issues impacting overall departmental operations. In addition, this position is responsible for fiscal and budgetary analyses as it relates to overall operations and developing procedures to ensure effective processes and cost controls are in place to facilitate operations, and to ensure mandated reporting requirements are met. Incumbents are also responsible for applying and ensuring relevant federal, state and local laws, rules and regulations are considered in providing recommendations. This position differs from Management Analyst by the scope and complexity of assignment as well as the overall level of participation in departmental operations. Supervision may be exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts organizational analyses of departmental programs and services and/or operating and administrative procedures to assess issues in meeting departmental goals and objectives in areas such as service delivery, cost control and containment, productivity, program growth or reduction, or other desired management objectives;

Identifies actual or potential problem areas and trends within an area under study, while considering all applicable local, state and federal laws, rules and regulations to provide corrective action recommendations;

Determines the nature of information and data required to perform a variety of organizational analyses, and performs in-depth research on trends in the area under review; compiles data, and performs fiscal and statistical analyses of programs for studies and reports;

Supervises and/or participates in the review of accounting procedures, processes and controls to provide recommendations regarding accounting and budgetary mechanisms in place for the recording, analysis and reporting of data;

Ensures the maintenance of budgetary and financial control procedures to ensure consistency in departmental operations; provides recommendations to improve and/or modify same as needed; implements modifications as needed;

Performs departmental fiscal auditing functions to ensure efficient and effective processes and procedures;

Monitors and reviews changes in reporting requirements as they impact departmental operations and participates in identifying automated information systems modifications required for compliance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates with professionals in the Department of Information Technology in developing and implementing automated information systems to improve the effectiveness and efficiency of programs and departmental operations;

Prepares periodic progress reports and written final reports containing study recommendations utilizing supporting charts, procedural outlines and other documents as appropriate, for review and approval of department heads;

Directs the writing of procedures and the development of new or revised forms and other reporting mechanisms to meet organizational objectives;

Conducts training programs necessary to implement management improvements;

Uses computer application or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments'

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective organization and management principles and practices; thorough knowledge of the techniques and methods used in administrative analysis; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of the department's automated and manual procedures and the application of the systems approach to improving information requirements; good knowledge of the principles and practices of accounting and budget preparation and analysis; ability to identify, recognize and develop solutions to management and organizational problems; ability to support recommendations both verbally and in writing to supervisory and affected program staff; ability to define program needs to Information Technology professionals; ability to gather and analyze data and draw conclusions; ability to supervise the work of others; ability to prepare detailed written reports and procedures; ability to comprehend and carry out written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Accounting, Economics, Finance, Business Administration, Public Administration or related field, and four years of experience where the primary function of the position was in either budgeting, cost, financial or statistical analysis, auditing, or organization planning in an automated systems environment.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree\* in one of the fields listed above may be substituted on a year for year basis for the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated the minimum qualifications will be considered in evaluating experience.