

# CLASSIFICATION ADDENDUM

## Job Title: Management Analyst

Classification Specification: Management Analyst

Barg Unit: Non, OPE

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Management Analyst performs complex analytical and administrative duties in support of one or more programs, to include budget preparation, grant administration, and program development, implementation and coordination. Performs professional analyses of budgetary, organization, management, policy, and legal issues, and recommends courses of action; completes research and program development activities; advises management on fiscal and program policy matters; coordinates the activity of programs, sub-programs, and special projects; monitors budgets; administers contracts; interprets policy and procedures; prepares and processes a variety of documentation/correspondence; may be involved in the contract RFP processes; prepares technical reports of research and analysis; serves in a liaison and/or training capacity with other staff, agencies and community members; may provide lead to assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of public or business administration that includes professional experience in the analysis and development of organizational policies, budget preparation, program coordination, and/or grant administration.

#### Licensing Requirements:

- A valid Oregon driver's license at time of appointment may be required.

#### Knowledge:

- Organizational analysis methods, techniques, and procedures;
- Report writing techniques;
- Budgeting methods and regulations pertinent to assigned area;
- Program development, planning, and implementation procedures;
- Grant and contract administration.

#### Skills: *(Demonstrated skill in performing the following)*

- Preparing, monitoring, and administering program budgets;
- Coordinating program activities and making recommendations for change;
- Leading and/or supervising projects and/or programs;
- Speaking in public before large groups and presenting information.

**Essential Characteristics and Duties Addendum**

**Qualification For Grade Progression:**

- C41 – Contributing
- C42 - Journey
- C43 - Advanced/Lead Level

**Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.  
Ability to travel as required.

**Addendum History**

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