



JOB ANNOUNCEMENT
September 4, 2018

Management Analysis Specialist II
CHILDREN'S DIVISION

The Children's Division (CD) is seeking applications for the position of Management Analysis Specialist II position to assist CD's Fiscal Liaison. The position is based in Cole County and located at 205 Jefferson Street, 10th Floor, Jefferson City, Missouri.

This position requires knowledge of fiscal procedures, the ability to prepare complex spreadsheets for expenditure tracking and analysis and to develop and maintain complex databases using various software applications.

JOB DUTIES INCLUDE: The duties and responsibilities of this position will include, but not limited to:

- Analyzes and evaluates expenditures for the purpose of monitoring spending practices.
- Act as the program fiscal lead support for the CD Fiscal Liaison.
- Ability to review, analyze, and/or interpret federal or state laws, rules, regulations, policies, and procedures.
- Prepare and analyze detailed information and makes recommendations for organizational improvement, including changes to management financial policies, practices, procedures, controls and information technology systems.
- Intermediate knowledge of the general applications of information technology.
- Collect, analyze and evaluate complex data for the purpose of identifying issues, trends and projecting expenditures and outcomes.
- Provides technical advice and assistance and exercises significant independence and initiative in the performance of responsibilities; receives general administrative direction.
- Must have proficient working knowledge of tools that assist in data manipulation and creation of reports, including but not limited to: the SAM II Data Warehouse, SAM II Financial, Managed Reporting, and Microsoft Office applications.
- Comprehending and utilizing various methods of coding structures in order to develop and maintain complex databases and reports.
- Ability to communicate effectively.
- Performs other related work as required.

QUALIFICATIONS:

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

One or more years of experience as a Management Analysis Specialist I with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business or Public Administration, Economics, Finance, Industrial Engineering, Engineering Management, or a closely related field; and,

Two or more years of professional experience analyzing operations and developing improved managerial procedures and practices.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the stated experience.)

(A Master's degree from an accredited college or university in the specified areas may substitute for the stated experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the stated education.)

SALARY RANGE: \$42,780 - \$62,556 annually

TO APPLY: Please send a cover letter, detailed resume, DSS application and a copy of your official transcript to Ashley Harris via e-mail at Ashley.L.Harris@dss.mo.gov or fax to (573) 751-8945 by close of business September 18, 2018.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is **September 18, 2018**. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER