



JOB ANNOUNCEMENT

Management Analysis Specialist II Division of Finance and Administrative Services

The Division of Finance and Administrative Services/Budget Unit is seeking applications for the position of Management Analysis Specialist II in Jefferson City-Broadway State Office Building (Cole County). The work hours for this position are 8:00 to 5:00.

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 for the Budget Unit. This position will also assist in budget preparation and be assigned special projects.

JOB DUTIES INCLUDE: This position will be responsible for any combination of the following duties:

- Analyzes and evaluates expenditures for the purpose of monitoring spending practices.
- Ability to review, analyze, and/or interpret federal or state laws, rules, regulations, policies, and procedures as related to budget and appropriation authority.
- 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.
- 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, BRASS, and Microsoft Office applications.
- Work with Departmental information systems such as FACES in order to reconcile system generated payments with SAM II financial.
- 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:

*Applicants must meet **one** of the following eligibility requirements:*

(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 fields may substitute for one year of the stated experience.)

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

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

SALARY RANGE: \$1,782.50 - \$1,848.00 Semi-Monthly

TO APPLY: Please send a DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> resume, and transcript to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is November 20, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER