



JOB ANNOUNCEMENT

Management Analysis Specialist II Division of Finance and Administrative Services

The Division of Finance and Administrative Services (DFAS)/Compliance Services Unit (CSU) 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.

JOB DUTIES INCLUDE:

The Management Analysis Specialist II is a professional level position within the Division of Finance and Administrative Services – Compliance Services Unit. The work includes analysis of operations and the development and implementation of improved managerial procedures. The following tasks will be the responsibility of the Management Analysis Specialist II:

- Develop and implement a risk-based monitoring plan of internal and contracted operations in an effort to ensure compliance with contract agreements and federal and state statutes and regulations.
- Review and evaluate the effectiveness of internal operations and controls in fiscal and program management.
- Formulate recommendations for improved internal controls, policies, techniques, methods, systems and procedures designed to help achieve the goals of the organization and the objectives of its programs.
- Prepare and review internal audit review reports detailing findings and recommendations of reviews.
- Collect, prepare and analyze facts and data which can be used for program and performance improvement.
- Day trips and overnight travel will be required.
- Working knowledge of word processing, spreadsheet, and database software.
- Develop, prepare, and utilize spreadsheets, audit programs, and audit and/or monitoring tools and reports.
- Establish and maintain effective professional working relationships
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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 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