



JOB ANNOUNCEMENT

MANAGEMENT ANALYSIS SPECIALIST I or II
Family Support Division, Workforce Development Unit
July 16, 2018

The Family Support Division (FSD), Workforce Development Unit is seeking candidates to fill a **Management Analysis Specialist I or II**. This position will be based in **Cole County** and will be tasked with providing statistics on Workforce Development activities and initiatives. This position will produce reports for FSD, state and federal partners, contractors and other stakeholders that clearly indicate programs successes, opportunities for improvement and return on investment.

JOB DUTIES: This position will be responsible for but not included to the following:

- Reviewing and evaluating the Workforce Development programs effectiveness and operational management for WIOA related programs and initiatives
- Reviewing and evaluating the effectiveness of new FSD and WIOA program policies, procedures, and management systems
- Formulating recommendations for improved organizational structure, policies, techniques, methods, systems, and procedures designed to help achieve the goals of Workforce Development and the objectives of its programs
- Assessing the financial viability and stability of WIOA related programs, and the efficiency of its financial operations; analyzing expenditures against program objectives and providing advice to improve spending
- Promoting the implementation and use of management techniques and tools such as systems and procedures analysis, operational audits, management surveys, feasibility studies, methods analysis, quality control, and statistical sampling techniques
- Working with staff, supervisors, management, contractors, and consultants in gathering facts, providing advice, and implementing effective organizational methods and procedures
- Coordinating with information technology staff in the design and installation of management information systems for the improvement of operations and management decisions.
- Reviewing and evaluating legislation for impact on Workforce Development operations; provides complex analysis and recommends strategies to effectively initiate approved changes
- Gathering and organizing information from management publications, conferences, and other sources on developments and changes in management techniques and concepts and assimilates this information
- Providing technical advice on management systems and techniques
- Preparing and analyzing data which can be used for informational purposes; program and performance improvement; and legislative inquiries
- Directing and managing the work of contractors and consultants as needed
- Exercising significant independence and initiative in the performance of responsibilities; receiving general administrative direction
- Performing other related work as assigned

QUALIFICATIONS:

MANAGEMENT ANALYSIS SPECIALIST I: 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**, one or more years of professional experience in management analysis, fiscal or financial analysis, operations research, or industrial engineering. *(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.) (Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

MANAGEMENT ANALYSIS SPECIALIST II: 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 in management analysis, fiscal or financial analysis, operations research, or industrial engineering. *(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.) (Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

PREFERRED EXPERIENCE: Statistical analysis and reporting on government programs.

DESIRED SKILLS:

- Knowledge of general management principles, methods, techniques in FSD and Workforce Development programs
- Knowledge of the general principles and practices of financial analysis and operations research;
- Knowledge of management analysis and systems analysis methods;
- Knowledge of the general applications of information technology;
- Ability to formulate strategic plans and make recommendations to management;
- Ability to gather, organize, analyze, and evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weaknesses;
- Ability to review, analyze, and/or interpret federal or state laws, rules, regulations, policies, and procedures as related to the assigned program;
- Ability to draft new or revised policies and procedures;
- Ability to communicate effectively; and
- Ability to establish and maintain working relationships with other employees, state and federal agencies, contractors, and consultants.

ANNUAL SALARY RANGE:

- **Management Analysis Specialist I:** \$35,640.00 - \$50,112.00
- **Management Analysis Specialist II:** \$42,780.00 - \$62,556.00

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position should print and fax or email a current EASE application (www.ease.mo.gov) , completed DSS application (<http://dssweb/dpl/adman/POLICIES/MO886-1315.pdf>) along with any applicable transcript(s) to Toni Nichols at 573-751-4723 or Toni.Nichols@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Monday, July 30, 2018 by close of business

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER