

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Management Analyst

Class Code: 10234

Pay Grade: GJ

A. Purpose:

Evaluates and recommends changes to organizational structures and programs and researches and implements new programs and/or projects to improve the effectiveness and efficiency of a department.

B. Distinguishing Feature:

Management Analysts develop, organize, and direct new programs, projects, or systems; conduct research on programs or special projects and carry out project activities; direct, develop, and manage grants; and/or analyze and monitor legislation determining its impact on the department and the state.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops, organizes, and directs new programs and projects for a department to ensure goals and objectives are achieved.
 - a. Provides management and users with information on the purpose of projects.
 - b. Works with other state and public agencies to obtain information for the project.
 - c. Conducts feasibility studies to gather and analyze project data.
 - d. Recommends and implements projects.
 - e. Provides reports to management on the ongoing status of the project.
 - f. Compiles performance indicators and project workload information for the budget.
 - g. Analyzes budget impact of new projects.
 - h. Studies optional solutions, determines best possible approach, and recommends actions to management.
 - i. Prepares reports relevant to project progress.
 - j. Briefs management with final recommendations regarding project outcomes.
2. Conducts research on programs or special projects and carries out project activities associated with research/study findings to ensure the needs of the department are met.
 - a. Researches and analyzes program related issues, program financing issues, and system development issues.
 - b. Develops new system applications, uses, new releases, and upgrades.
 - c. Participates with and provides support for interagency workgroups and governor appointed task forces.
 - d. Works with other agencies and private organizations on common projects concerning department related issues.
 - e. Prepares briefing materials, special projects, and presentation materials concerning program issues.
 - f. Provides technical assistance to other staff.
3. Directs, develops, and manages grants for the department to facilitate the access to funds, for the development and operation of department programs, and to fund activities of other agencies and organizations.

- a. Researches grant opportunities available to the department.
 - b. Assists other staff within the department in developing grant proposals by reviewing and approving grants written by other staff.
 - c. Writes project abstracts and narratives.
 - d. Develops budget justifications.
 - e. Writes and submits grants.
 - f. Works with programs and other organizations to get grants implemented and ensures that required reporting is done.
 - g. Amends grant proposals, respond to requests for clarifications, and provides follow up reports.
4. Analyzes pending legislation and determines its impact on the department and the citizens of the state.
- a. Tracks and monitors state and federal legislation related to the department.
 - b. Develops bill briefs and informational materials to support proposed legislation.
 - c. Reports to department management and the governor's office on the status of state and federal legislation.
 - d. Develops draft administrative rules resultant of state legislation and drafts state legislation in response to federal legislation.
 - e. Monitors and reports on committee meetings and floor activity.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a department secretary, division director, or a program administrator. May supervise or provide work direction to others.

E. Challenges and Problems:

Challenged to determine the best recommended course of action for a department program and activity. This is challenging because of time and cost restraints and ensuring the cooperation of others in providing information and carrying through with recommendations and requirements.

Typical problems include understanding and dealing with the technical nature of department programs and operations, in conducting technical analysis, ensuring federal grant procedures are followed correctly, assessing the potential impact of changes to the department and its operations, assessing the potential impact of state and federal legislation on the department and the state, format and techniques for studies; getting cooperation from of the state and private organizations; determining when to conclude research and what recommendations to make; determining the impact of new projects; and getting grants awarded to the department and state.

F. Decision-making Authority:

Decisions made include format and content of reports; options to recommend to management; methods to disseminate information; developing grant proposals that achieve the goals and objectives of the department; scope and content of grant applications; initial determination of the impact/affect of proposed legislation; and appropriate language and format of draft legislation, administrative rules, and bill briefs.

Decisions referred include final approval of options to be implemented, reports and the department actions, special activities requiring gubernatorial or secretarial action, scope and content of grant applications, and legislative documents.

G. Contact with Others:

Daily contact with department program managers and directors to give and receive information; daily contact with other state, private, or public agencies/officials to give and receive information; weekly contact with governor's office staff to give and receive information and provide technical assistance; monthly contact with federal agencies to exchange information and coordinate grant activities.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles, practices, methods, and techniques of management and public administration;
- research theory and procedures;
- grant writing and grants management;
- state legislative process;
- Microsoft computer applications;
- administrative rule making process.

Ability to:

- deal tactfully with others;
- communicate effectively;
- gather, organize, and analyze facts;
- devise solutions to difficult problems;
- provide reports and presentations;
- draft legislation and bill briefs;
- write successful grant applications;
- develop grant objectives that meet grantors requirements;
- plan;
- resolve conflicts;
- do technical writing;
- coordinate the objectives of both grantors and grantees.