



<b>WORKING TITLE:</b> SENIOR MANAGEMENT ANALYST	<b>CLASSIFICATION:</b> SENIOR MANAGEMENT ANALYST
<b>DEPARTMENT:</b> VARIES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> NBYCM 23	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8820
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs advanced technical and professional level management support functions including data analysis. Prepares studies on complex management issues. Develops policies, collects data, keeps records, and prepares reports. Represents County interests before diverse groups. May work with a variety of departments in providing technical management assistance.

***SUPERVISION RECEIVED:***

Works under general supervision of a Department head or other County official.

***SUPERVISION EXERCISED:***

May supervise clerical support employees and/or lower level analysts.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Develops and implements of programs of county interest, as directed, depending on program assignment (i.e., personnel division).
- Coordinates insurance programs such as workers compensation, liability, or other risk activity.
- Conducts all facets of the program and works to improve efficiency and effectiveness of the program.
- Assists other county officials in conducting labor negotiations including compilation and analysis of data from other employers.
- Prepares compensation, rate, and other technical surveys.
- Assists in resolving claims and/or grievances against the county.
- Prepares procedures in one or more functional areas.
- Advises and assists department heads on proper discipline and hiring practices.
- Prepares periodic management and/or special reports.
- Performs other duties as assigned.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Governmental administrative principles and practices in one or more of the following areas:
  - Personnel administration including affirmative action requirements.
  - Fair hiring practices.
  - Compensation, labor relations, and training.
  - Risk management including worker's compensation, liability and property insurance, employee safety, and risk analysis.
  - Budgeting including knowledge of Oregon Local Budget Law.
  - Techniques of performance measurement.

### **SKILLS IN:**

- Basic accounting.
- Basic financial management.

### **ABILITY TO:**

- Establish and maintain effective working relationships with subordinates, user departments, and administrators.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree with emphasis in business or public administration AND two years' experience in personnel, labor relations, risk management, or public budgeting is required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully*

*perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*