

MANAGEMENT ANALYST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists, observes and receives training in the analysis and evaluation of county policies, procedures, organizational structures and fiscal affairs. Training and supervision is received from a Management Analyst or other supervisory employee designated by the head of the department. Most assignments are explained in detail and the employee is expected to follow prescribed procedures. As more experience is gained the employee exercises more independent judgment in determining work methods. After one year of training, an incumbent, if his or her work has been satisfactory, receives a promotion to the title of Management Analyst. Supervision may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists, observes and receives training in the following work activities:

Studies organizational structures, policies and procedures and prepares recommendations as to how to improve same;

Assists in the implementation of managerial improvements by explaining changes in structure, procedures or policies to operating personnel, by monitoring transitional progress and by resolving minor transitional problems as they arise;

Reviews and analyzes financial statements, budget transfers and departmental budget requests; prepares summaries showing fiscal impacts, savings, revenues and other information needed by the County Executive for budget analysis and control; provides recommendations as to whether to approve budget requests and other fiscal transactions;

Attends and provides information at meetings, hearings and conferences;

Establishes and maintains liaison with Federal, State and local government officials;

Prepares general correspondence, memoranda, flowcharts, tables of organization, charts and detailed narrative, statistical and financial reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of organizational theory, program evaluation and budgeting; working knowledge of the structure of local government and of the function of its various departments and units; working knowledge of laws, rules and regulations pertaining to government budgeting, fiscal management and general administration; ability to prepare detailed written narrative and statistical reports; ability to read and understand complex written material including laws, rules, regulations, flow charts, tables of organization; ability to express oneself clearly and concisely, orally and in writing; ability to make detailed budget and operational analyses; ability to establish and maintain effective working relationships with Federal, State and Municipal officials and

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employees; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelors Degree in Public Administration, Business Administration or closely related field from a regionally accredited or New York State registered college or university.

ULSTER COUNTY
4200 MGT ANL TR
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: May 25, 1982
Revised: November 16, 1982
Revised: January 5, 1996
Revised: December 9, 2008 (ED 1/1/09)