



POSITION DESCRIPTION

JOB TITLE: Supervisory Analyst Job Class:	
DATE	Office of Accountability and Efficiency Accountability Office
BARGAINING UNIT: ASC Exempt	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Plans, executes and finalizes department projects/assignments according to requirements and desired deliverables. Plans and maintains procedures and policies that enable optimum efficiency of employees and resources. Coordinates the work assignment process for the office.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plans, organizes and manages projects related to Office of Accountability and Efficiency responsibilities.
2. Advises department chiefs on possible outcomes and outlines advantages and disadvantages of all options.
3. Executes and manages completion of goals as outlined in project plans.
4. Tracks assignment milestones and relays accurate and consistent progress reports to superiors.
5. Creates measurable metrics based for projects based on desired deliverables.
6. Coordinates the work for other departmental employees to assist with projects and goals.
7. Stays abreast of changes in state and federal regulations affecting job responsibilities, professional certifications and job skills required for the position.
8. Actively supports the MPS Strategic Plan.
9. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives supervision from the Chief Accountability and Efficiency Officer (CAEO). The CAEO assigns projects and approves final results.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates and reviews work of Fiscal Analyst I and Assistant Analyst positions.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements: A bachelor's degree in finance, accounting, business administration, or related field from an accredited college or university is required.

Experience Requirements: One to three years of experience with at least one year of project management experience is required. Specialized knowledge in financial and accounting practices is required. Experience with Lean/Six Sigma process preferred.

Knowledge, Skills, and Abilities: Effective oral and written communication and presentation skills are required. Strong analytical skills and experience analyzing reports and identifying trends and variances is required. Ability to effectively prioritize and execute tasks in a high-pressure environment. Ability to conform to shifting priorities, demands and timelines. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Ability to evaluate and recommend changes to internal and management controls. Experience analyzing processes, recommending improvements, and presenting results to senior management. Excellent computer application knowledge to include Microsoft Word, Excel, PowerPoint, and Project; Adobe Creative Suite; Web editing/HTML/CSS; and video editing software is necessary. Ability to gather data, compile information, and prepare reports with minimal supervision. Candidate should have the ability to explain complex financial issues to a wide audience.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.