

**Job Class Profile: Management Analyst II****Pay Level: CG-30 Point Band: 676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	3	2	4	5	4	4	1	2	
Points	233	50	13	19	150	87	83	21	21	677

**JOB SUMMARY**

The Management Analyst II is responsible for applying management study techniques to a variety of management practices and processes. Work includes tracking of management information, conducting operational studies, preparing reports, verifying data integrity, and observing and analyzing of personnel and work procedures.

**Key and Periodic Activities**

- Prepares financial and human resource reports for a variety of stakeholders or user groups (i.e. Regional Health Authorities, Departments, or College of the North Atlantic).
- Facilitates the development of policies required to support various government agreements.
- Drafts letters, responses to information requests, cabinet papers and briefing notes.
- Develops, implements and maintains assessment frameworks.
- Co-ordinates change activities and develops implementation plans.
- Performs research and analysis of financial and human resources systems and procedures.
- Maintains comprehensive organizational databases including financial and statistical data.
- Ensures financial accountability for government departments and agencies.
- Provides advice and guidance to employees and executive as required.
- Prepares a variety of monitoring reports as required (i.e. budget monitoring, position vacancies, summer employment, etc.).
- Consults with a variety of stakeholders regarding statistical, financial, and human resource reports.
- Develops and delivers training (i.e. risk management, project management, business process mapping).
- Maintains various databases (i.e. inventory, training, statistical etc.).

**SKILL****Knowledge****General and Specific Knowledge:**

- Specific knowledge of the organization's policies and procedures.
- Knowledge of business process mapping tools and techniques.

**Formal Education and/or Certification(s):**

— Minimum: Undergraduate Degree – Bachelor of Commerce (Business Administration).

**Years of Experience:**

— Minimum: 2 to 4 years.

**Competencies:**

- Advanced software skills (i.e. ability to work with word processors, spreadsheets, databases and business intelligence tools).
- Strong writing and presentation skills (i.e. briefing notes, reports).

**Interpersonal Skills**

- A range of interpersonal skills are used to listen, ask appropriate questions to colleagues and supervisor, and provide routine information to others. The ability to listen and effectively communicate is necessary to properly assess and address identified organizational needs.
- Communications occur with supervisor/manager and employees within the immediate work area, within the department, and internal department executives.

**EFFORT**

**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- There is a constant requirement to sit at a desk maintaining databases but there is some freedom to move about. This also requires fine finger/precision work while operating a computer mouse and manual dexterity.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Occasionally is required to lift or move supplies, etc. weighing less than 10 lbs.

**Concentration**

- **Visual** concentration is constantly required to generate reports, update databases and spreadsheets, and check statistical analysis for accuracy.
- **Auditory** concentration includes regularly listening to multiple stakeholders or answering the telephone in an environment where noise level can be high.
- There are times when conflicting demands effects **control over work pace**.
- **Exact precision eye/hand coordination** and **repetition requiring alertness** are regularly required when entering data into spreadsheets.
- Most requests are time sensitive and incumbents are constantly required to work within **tight timelines and multiple interruptions**.

**Complexity**

- Tasks usually are varied with a limited number of guidelines, procedures, or standardized solutions.
- Challenges can be technical and multi-functional in nature requiring innovative problem definition, analysis, and solution development.
- Typical challenges/issues include improper policy and procedure documentation, client request responses, accuracy of information, and the application of policy guidelines and procedures.
- Reference materials, user guides and advice from coworkers are available to formulate

solutions.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are generally prescribed or controlled although class exercises independent work practices.
- Work includes tracking of management information, conducting operational studies, preparation of reports, verifying data integrity, observation and analysis of personnel and work procedures.
- Formal approval is required to request information, and data on financial transactions (i.e. journal vouchers, purchase orders, etc.).
- Independent discretion and judgement is exercised around the release of confidential information in accordance with organizational policies and procedures.

### Impact

- Impacts generally affect the immediate work area, within department, and outside the department.
- Work activities impact finances, processes and systems, and human resources.
- Inaccurate reporting and data analysis affects the image of the department or organization.
- Policies and procedures are in place to avoid errors and all work is reviewed by supervisors and others.

### Development and Leadership of Others

- Typically not responsible for the supervision of staff
- May provide guidance and assistance to new staff.
- From time to time may be required to act as a team lead but not as a normal course of business.

## WORKING CONDITIONS

### Environmental Working Conditions

- Not require to follow any unusual special precautions or use safety equipment.
- There is a very limited likelihood of minor, bruises, abrasions or minor illnesses if normal health and safety precautions are followed.
- May work in an environment where there is occasional exposure to unusual/distracting noise and limited ventilation. There is also a requirement to occasionally drive.