Job Title: Management Analyst

Grade: CS-12

Salary Range: $77,649 - $99,323

Job Summary:

This position is located in the DC Department of Health (DOH). This position description depicts generalized duties and responsibilities required of a position with the primary responsibility for developing, analyzing, evaluating, advising and improving the efficiency of work methods, procedures, organization, and similar functions of management.

The work involves duties requiring different and unrelated processes and methods. These include the. in-depth analysis of program requirements, budgetary constraints, regulatory limitations, and agency policy. The incumbent makes decisions regarding the design of plans and assesses circumstances and data available. The incumbent makes decisions, interprets considerable data, plans the work, and refines the methods and techniques to be used and evaluates effectiveness of operations.

Guidelines consist of broadly stated m1ss1on objectives and regulations. The incumbent conducts extensive analysis and interpretation i17 applying the provisions of the numerous and complex guidelines. Independent research is conducted to determine the applicability of the guidelines for many unique and difficult assignments and to plan for implementation in order to achieve agency goals and objectives.

The work has a major impact on the efficiency and effectiveness of operations that contributes to overall productivity of the organization. The work involves studies of administrative and managerial processes and procedures to assess and subsequently

Duties and Responsibilities:

Works closely with the management and project teams to carry out complex management studies dealing with work measurement, methods, and procedures, time standards, and/or benchmarking to identify root or systemic causes and problems, and propose solutions to improve efficiencies.

Conducts detailed analyses of complex functions and work processes of broad administrative or technical programs and makes recommendations for improvement in the effectiveness and efficiency of work operations.
Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes.

Audits organizational components, process flows, financial information, operating procedures, compliance activities, policy application/development, and alignment with legislative requirements and laws/regulations. Establishes a schedule of work that identifies project milestones and completion dates. Informs management on project activities.

Conducts management surveys and research projects and provides advisory services on issues of substantial scope and impact throughout the organization. Develops new methods, organizational structures, and management processes.
Counsels and advises program managers on methods and procedures, management surveys, management reports, and control techniques.

Streamlines organizational policies and procedures to ensure that the agency operates effectively and efficiently, including designing

Qualifications and Education

Bachelor's Degree in public health or related field preferred.

Must possess one (1) year of specialized experience equivalent to at least the grade 11 level. Specialized experience is experience which is directly related to position which has equipped the individual with the knowledge, skill and abilities to successfully perform the duties of the position to include conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or similar work experience in the public health field.

Knowledge of policies, procedures, rules and regulations governing operations. Knowledge of the specific organization's programs