

Program Analyst Tompkins County

Department: County Administration
Classification: Competitive
Labor Grade: Confidential Grade M (63)
Approved: 0
Revised: 5/13; 6/13
By: AF, Commissioner of Personnel.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in industrial engineering, operations management, operations research, management science, public or business administration, urban or regional planning, or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in industrial engineering, operations management, operations research, management science, public or business administration, urban or regional planning, or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in public administration, business administration or organizational management, administrative or financial analysis, research, accounting, statistics, community planning, or management planning; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for conducting complex studies to analyze and evaluate an assigned program, issue, or concern that has impact upon the effective and efficient operation and management of county government. The analyses, research, and studies performed are of a complex, difficult, and often-confidential nature. Under general supervision, an employee in this class formulates and initiates research, conducts assigned studies of management concerns, and analyzes, evaluates and develops specific recommendations to management for improved operational and program efficiency and effectiveness. The work includes the preparation of final reports to advise management of recommendations resulting from the study. Depending on the size and duration of the project, the incumbent may supervise and coordinate the work of subordinates assigned to collect data or evaluate material. The work is reviewed through conference and review of reports and/or conclusions with the supervisor. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Undertakes special studies, analyses, research, or other projects to meet specific management needs:

- to enhance government productivity,
- to identify methods to streamline county operating procedures and systems, with particular attention to opportunities for transfer of improvements to other agencies;
- to encourage the development of reporting systems, programs, and operations to improve their management;
- to encourage all employees to improve operations, achieve savings, and to recognize such efforts;
- to encourage long-range planning by departments and maximize the use of technology to assure that government programs produce results in a cost-effective manner;

Assists in determining the feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies;
Develops, prioritizes, and implements selected plans and programs in cooperation with government executives and Legislators;
Assists in evaluating the effectiveness of projects under development and provides progress reports as necessary;
Assists with contact with governmental officials, representatives of industry, and community leaders regarding management

planning objectives;

Keeps up-to-date on new developments in the management planning field;

Participates in and assists in the preparation of written information and instructional material for projects.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology, and practices employed in management analysis and planning;

Good knowledge of effective organizational and management principles and practices in government and professional techniques and trends and developments in the field of management analysis;

Good knowledge of the role and potential of automated management systems;

Good knowledge of the principals and practices of supervision;

Working knowledge of pertinent laws, rules, regulations, and procedures affecting public service in local governments;

Ability to make professional judgments requiring advanced technical knowledge and skills;

Ability to prepare complex detailed plans for management modifications and management systems and programs;

Ability to communicate clearly and effectively, both orally and in writing;

Ability to gather and analyze data and draw conclusions;

Ability to prepare detailed reports and to support recommendations;

Ability to select or devise analytical techniques suited to the study of management concerns;

Ability to conduct interviews and establish and maintain effective relationships.

The employee's physical condition shall be commensurate with the demands of the position.

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