100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005818

JOB TITLE Management Analyst Supervisor 2

JOB CODE 63216 APD 1-26-10

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant Business Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005885 Fiscal officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Oversees, conducts & coordinates all budgetary operations & only those fiscal activities related to personal service contract, Internal Accounting Control Program & Fixed Assets Management Program for DAS' Human Resources Division (e.g., prepares & monitors budgeting & allotment process for Funds 125, 5D7, 5L7, 5V6, 124, GRF & Pay funds); prepares paperwork for changes during each fiscal year to include making allocations for division's administration; independently conducts research & financial analysis & coordinates the participation of unit staff, when appropriate & provides results to section administrators, HRD Deputy Director, &/or DAS Office of Finance; provides on-going consulting services to HRD Deputy Director & senior management; monitors trends in budget development & budget administration to determine impact to promote the benefits & uses of established budget analysis process & if any, on internal processes & recommends changes in policy. Prepares special accounting &/or budget analysis of information as required by DAS Office of Finance & HRD Deputy Director &/or HRD Section Administrators. Reviews & approves all Personnel Actions & Position Descriptions for proper account coding & to determine cost impact on division's budget & needed changes to FTO; researches and implements most efficient use of technological resources, which may aid in development & maintenance of pertinent budget data or information, advises/ assists managers & deputy director In preparing /modifying their annual & biennial budgets in view of projected goals, objectives & budget cuts; assists in reviewing internal controls & administrative efficiency to ensure sound fiscal accountability & compliance with Generally Accepted Accounting Principles; researches &/or directs writing of personal service contracts, has them properly documented, reviewed & signed by proper officials; coordinates activities with vendors/contractors & other divisions/agencies as necessary; coordinates testimony or testifies before Controlling Board; operates personal computer, using licensed office systems software to prepare financial	Knowledge of (1) budgeting; (2) bookkeeping; (3) inventory control; (4) accounting; (5) management*; (6) labor relations*; (7) workforce planning; (8) employee training development; (9) supervision; (10) agency policies & procedures; (11) government structure & process*, state budget, billing rate & personal service contract processes*; (12) interviewing. Skill in (13) operation of personal computer & related software, Microsoft Word, Access & Excel; (14) CAS, FAMS, BAMS, Web based systems (e.g., electronic release & permit systems). Ability to (15) define problems, collect data, establish facts & draw valid conclusions & deal with many variables & determine specific action; (16) comprehend & record figures accurately, (17) add, subtract, multiply & divide by whole numbers; (18) calculate fractions, decimals & percentages; (19) use algebra, geometry & trigonometry, (20) use statistical analysis; (21) use proper research methods in gathering data; (22) develop complex reports; (23) prepare contracts; *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005819 Inventory Control Specialist 1		1-19-10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005818

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant Business Manager	20005885 Fiscal officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Management Analyst Supervisor 2

JOB CODE 63216 APD 1-26-10 VA

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	analysis & spreadsheets; maintains fundable Table of Organization (FTO). Responsible for annual inventory certification & complete physical inventory; reviews & approves asset additions, deletions, retirements & transfers. Supervises assigned staff (e.g., assigns & reviews work; trains or recommends needed training & orients/updates staff on work activities & related policies & procedures); recommends leave & disciplinary action; completes performance evaluations; counsels employees to improve performance.	(24) gather, collate & classify information about data, people or things; (25) inventory control procedures; (26) handle sensitive inquiries from & contact with officials & general public.
25	Conducts annual State Wide Cost Allocation Plan (SWCAP) review & submission (review disbursements transaction, chart of accounts, table of organization service, description & equipment); assists in analyzing & reviewing results with management; monitors information during fiscal year for possible errors or changes; resolves problems as they arise (e.g., prepares adjusting & journal entries). Maintains the Division's Chart of Accounts.	Knowledge of 1, 2, 3, 4, 10*, 11*. Skill in 13, 14. Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26.
5	Reviews &/or assists in preparing and updating HRD's Business Office policies, procedures & other written documents; responds promptly to telephone calls and customer service requests. Performs related duties (e.g., conducts special management studies, compiles narrative & statistical reports on assigned projects). Manages office & supervises staff in the absence of the HRD Business Office Manager.	Knowledge of 1, 2, 3, 4, (27) office management practices. 10*, 14*. Skill in 13, 14. Ability to 15, 26, 27. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005819 Inventory Control Specialist 1		1-19-10