

Methods Analyst I

DEFINITION

This is professional level analytical work to improve and identify efficient and effective fiscal, administrative and/or operational services, procedures, policies and planning requirements.

Positions within this class may vary in regards to the nature of the assigned duties and skills required to perform the work. Employees receive general instruction and directions outlining studies and methodology to be used in departmental projects concerning services, policies, operation or other requirements.

Incumbents are expected to develop terms of reference and evaluation guidelines. The work performed requires considerable independence of action and judgement while conducting a variety of office or field studies, which may have significant impact on departmental or branch operations, as well as the decision making superiors. Initiative is used in determining the most effective methodology of collecting, summarizing and evaluating project results. Duties assigned usually affect a variety of office or field work functions and involve considerable internal contact with branch or department representatives and external contacts as required.

Incumbents may supervise the work of subordinate technical, clerical or other operational support staff, or provide advice and direction to others assigned as section, branch or departmental representatives. The work is performed in consultation with a superior, who reviews final reports and recommendations for adherence to initial guidelines.

TYPICAL DUTIES*

Consults with supervisor and other staff; studies data and undertakes work studies; observes methods and procedures in action to determine existing workflow.

Oversees and coordinates activities of staff assigned to assist in studies or implementation.

Conducts studies of organizational structures, methods, systems and procedures; assists superiors to operate with greater efficiency and effectiveness; performs analysis of methods and statistical calculations necessary to conduct studies.

Reviews work studies conducted by subordinates; suggests areas of pertinent data; prepares estimates and forecasts using past, current and future trends; informs superiors how proposed systems or procedures will affect operations; obtains or prepares estimates of time, costs, materials and equipment requirements and other research activities.

Collects and analyzes background material on technical or economic developments; applies mathematical formulas, operations research and other statistical techniques; reviews tests and methodology to ensure adequacy or to determine needs for re-testing, uses computers to assist in analysis and optimization of trends, data, estimates, etc.

Uses time and cost networks, such as program evaluation and review techniques (PERT), time-motion projects, including work simplification and methods studies.

Studies material or equipment handling methods; suggest changes to improve efficiency and effectiveness; measures and studies plant or equipment layouts and operations; flow charts manpower, equipment usage, materials requirements, etc.

Analyzes problems such as scarcity of materials, future trends and market effect; determines and

verifies quality and reliability of products, considers time, cost, quality control and other factors.

Analyzes a variety of services or goods involving administrative, operational or economic procedures and policies; makes recommendations regarding work methods and operational sequence; determines operational steps by evaluating through formulas the optimum methodology.

Studies and analyzes factors involved in production, pricing, distribution and use of to ensure maximum delivery and optimum delivery, acquisitions or storage, services or products

Analyzes technical data and material; relates analysis to required constants, variables, restrictions and other parameters.

Studies data such as organization charts, records, manuals, reports and other documents; conducts library searches and telephone surveys to confirm or find applicable formulation and other pertinent data.

Assists in the interpretation and effect of government, civic, departmental and other regulations and restrictions on policies and procedures; assists in and conducts preparation of reports; presents guidelines, standards and policies describing studies to supervisor or senior management.

Assists in implementing recommendation by preparing or revising instruction, policies and manuals or by instructing staff in new work methods.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of work methods, studies and analyses procedures, practices and terminology as related to the work assigned.

Knowledge of time and cost networks such as CPM, PERT, and time-motion.

Knowledge of departmental and civic policies, regulations and operations affecting the work assigned.

Knowledge of simulation, modelling, operation research and statistical techniques.

Ability to understand and execute oral and written instructions of an advanced nature.

Ability to express ideas and concepts effectively, orally and in writing.

Ability to establish and maintain effective relationships as necessitated by work assignments.

Ability to prepare and present technical briefs and reports.

Skill in preparing technical reports and in making recommendations.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

University graduation in Business Administration, Industrial Engineering or a discipline as required by area of specialization; a minimum of two (2) years' directly related working experience is required.

Developmental Level

University graduation in Business Administration, Industrial Engineering or a discipline as required by area of specialization.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0517	1848	0518	
Last Updated:	2005-09			
Previous Updates:	2003-11			
Originated:	1982-06			