
Methods Analyst II

DEFINITION

This is supervisory and specialized professional level work in the operations analysis field, 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 are responsible for highly complex and specialized work involving a number of major office or field studies, where assignments allow for extensive independence of action and judgement. The work often has a significant departmental or corporate impact on policies, procedures, plans and other requirements, as recommendations usually influence the final outcome of management decision making. The nature of the work requires individuals to develop and apply principles and practices of work or time study and operations research methodology. Considerable initiative is used in coordinating project methodology and direction; employees normally act as departmental or corporate coordinators for advanced and complex projects done by other research or operations staff and involving extensive internal and external contacts.

Supervision is exercised on a continuous basis over subordinate professional analysts, senior technicians or other project staff. Some positions within this class may not supervise, but perform work of a highly specialized and advanced nature or capacity. The work is subject to review upon completion, by a superior who determines the acceptability of results for adherence to guidelines.

The difference between this class and the Methods Analyst I class is the overall scope and impact of the work performed as determined by the effect of recommendations on department and/or corporate affairs, the supervision exercised and received, the greater use of theoretical concepts and formulas, the higher level and frequency of internal and external contacts, and the nature of the work assigned.

TYPICAL DUTIES*

Supervises, coordinates and reviews the work and activities of subordinate professional analysts, technicians or other project staff; defines and designs definition of project and prepares models of problem areas; specifies manipulative or computational methodology and procedures; determines research base, suggests areas of pertinent data, prepares estimates and forecasts using past, current and future trends.

Consults or liaises with departmental and civic officials on a regular basis; reviews and recommends competence of consultants, departmental staff and others to perform research and special studies or other work as required.

Meets with senior management to discuss results of studies to modify or develop new procedures; informs superiors how proposed systems or procedures will affect operations.

Devises methods for collecting and analyzing background material on technical operations, fiscal administrative or economic developments; applies or develops mathematical formulas, operations research and other statistical techniques; tests and evaluates theories used and solutions.

Methods Analyst II

Develops time and cost networks, such as program evaluation and review techniques, (PERT), time-motion projects, determines design configuration, process and system to be used, flow charts manpower, equipment usage, materials requirement, etc.

Directs preparation of manuals covering new or improved methods; assists with or conducts the implementation of new methods and arranges training of employees; prepares training material on an phases of methods work for systematic use of employees engaged in this field; develops and maintains systems for standardization of format and consistency of manuals, instructions and other publications involving policies, procedures, reports, statements and forms; implements systems on computer or arranges for implementation.

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

Analyses and interprets technical data and material; assesses inter-relationships of variables and evaluates the significance of findings; related 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.

Interprets effect of government, civic, departmental and other regulations and restrictions on operational policies and procedures; prepares reports and/or presents guidelines, standards and policies describing studies to senior management.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of methods studies and analyses procedures, practices and terminology as related to work assignment.

Considerable knowledge of time and cost networks such as CAM, PERT and time-motion.

Considerable knowledge of departmental, civic and governmental policies and regulations affecting the work assigned.

Considerable knowledge of the principles of supervision, organization, administration and work delegation.

Considerable 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 and persuasively, orally and in writing.

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

Ability to prepare and present technical briefs.

Considerable skill in preparing or reviewing administrative and/or technical reports and in making recommendations.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University graduation (preferably at the Master's level) in Business Administration, Industrial Engineering or a discipline as required by area of specialization and a minimum of four (4) years' directly related working experience is required.

** 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 | 0519 | | 0520 | |
| Last Updated: | 1982-09 | | | |
| Previous Updates: | | | | |
| Originated: | 1982-06 | | | |