

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Management Analyst 3</i>	DIVISION: <i>Executive Office-Strategic & Cultural Engagement</i>	DEPARTMENT: <i>Evaluation Department</i>	
WORKING TITLE: <i>Management Analyst 3</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>732001 - Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>	
CLASSIFICATION NO.: <i>63213</i>	PCN: 731024 PAY RANGE: 28	REVISION DATE: <i>10/05/2020</i>	
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of major core coursework for Bachelor's degree in Business Administration: Management Science or Public Administration and 12 mos. exp. in development, organization and implementation of management information, evaluation & monitoring systems (or 4 years exp. in development, organization and implementation of management information, evaluation and monitoring systems); or equivalent; or 6 mos. exp. as Management Analyst 2.</i> PREFERRED: <i>Master's degree in a subject requiring substantive quantitative analysis skills; background in research and evaluation, computer science, business process analysis, and/or policy assessment; several years' experience working in a research, evaluation, and/or data reporting capacity; ability to use database querying tools, statistical software, spreadsheets, word processing, and graphics software. Experience using Structured Query Language (SQL), Microsoft PowerBI (or similar business intelligent tool), and/or an established computer programming language a plus. Experience working with the Statewide Automated Child Welfare Information System (SACWIS) or other administrative data sets and familiarity with data warehouse design and implementation also a plus.</i>			
PURPOSE: <i>Employee will work within a team of evaluators to develop data structure and reporting tools (including surveys, data dashboards, and data marts); learn, analyze, and recommend improvements to agency processes and practices; query administrative and survey-generated datasets; identify key findings; and communicate findings to staff by means of data dashboards, written reports, presentation to large and small groups, and one-on-one meetings. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency & Wellbeing for the families served by the agency. The employee is committed to practicing cultural intelligence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			

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JOB DUTIES:

- 40% *Develops data structure and reporting tools and queries and analyzes data.*
- 35% *Conducts research and manages evaluation and data analysis projects.*
- 20% *Communicates research results and evaluation findings to staff by means of data dashboards, written reports, presentations to large and small groups and committees, and one-on-one meetings.*
- 5% *Performs other related duties as assigned.*

****Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

List no. of positions and Class Titles of positions supervised
N/A

Signature of Agency Representative

Date