

## DIRECTOR OF ADMINISTRATIVE ANALYSIS

### DESCRIPTION OF WORK

This is managerial and supervisory work in directing the Administration Analysis Division, DOA, in the modification and design of administrative work processing systems throughout State Government. Employee in this class manages a staff of administrative systems analysts engaged in the application of industrial engineering, operations research, and modern business techniques to governmental administrative systems for the purpose of increasing operating efficiency. Work involves coordination of the project development with the Secretary DOA and/or high level management of other agencies in which projects are active. Employee is responsible for program and project planning and fiscal management of the Division. Work is performed under the general direction and review of the Secretary, Department of Administration.

### EXAMPLES OF DUTIES PERFORMED

Meets initially with agency management for purposes of problem definition, determines the applicability of committing staff resources to the project.

Supervises initial systems analysis and preparation of systems proposals which include schedules, manpower resource utilization estimates, and alternative systems solutions; reviews final recommendations; coordinates implementation with agency management.

Acts as consultant to the executive and legislative branches of State Government regarding administrative work processing systems and work processing equipment.

Serves as focal point for coordinating and consolidating administrative systems throughout State Government.

Plan policies and goals of the division; manages budget and personnel to accomplish these goals.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of business statistics and industrial engineering techniques.

Thorough knowledge of office procedures and processes and manpower utilization in administrative systems.

Comprehensive knowledge of operations research techniques.

Comprehensive knowledge of office duplicating, copying, word processing equipment, and desk calculators.

Ability to comprehend, analyze, and interpret organizational and procedural problems on both an intra and interagency basis.

Ability to supervise preparation of detailed and comprehensive reports and to present facts clearly and concisely to agency management and members of the executive and legislative branches of State Government.

#### Minimum Education and Experience

Graduation from a four-year college or university with a major in industrial engineering, operations research, business administration, statistics or related field and six years' experience in the design, modification, or management of administrative or industrial systems, including at least two at a technical supervisory level; or an equivalent combination of education and experience.