**Management Analyst 2**

**Please see Special Instructions for more details.**

**This is an Internal Employment Opportunity** Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Aviva Rivera, 541-737-5199, arivera@coas.oregonstate.edu Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. The online application system will allow you to attach your transcripts if the PDF file is 9MB or less. If over 9MB in size, submit to contact person listed. Transcripts must be received by the closing date if not uploaded with your application. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

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| Position Information | | |
| **Department** | | Earth, Ocean & Atmo Sci (OAS) |
| **Classification Title** | | Management Analyst 2 |
| **Job Title** | | Management Analyst 2 |
| **Appointment Type** | | Classified Staff |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 50 |
| **Appointment Basis** | | 12 |
| **Pay Method** | | Hourly |
| **Min Salary** | | $3333 |
| **Max Salary** | | $5087 |
| **Employment Category** | | Intermittent |
| **Position Summary** | | **This is an Internal Employment Opportunity**  This recruitment will be used to fill one part-time (approximately 20 hours per week) Management Analyst 2 position for the College of Earth, Ocean, and Atmospheric Sciences (CEOAS) at Oregon State University (OSU).  The individual in this position gathers information from the College Business Director and other stakeholders regarding the College budget process including grant management. The Management Analyst designs and develops the current workflow model, gathers information on what services are “missing” or broken, and notes what needs attention. This person will map a revised workflow and determine the fit for our customer through communications with the Business Director and Financial and Accounting Manager (FAM), and the Finance Coordinator overseeing grants. The objective is to map processes and workflows to aid in developing and documenting standards that inform desk manuals and/or help prepare information for audits and helps to document the college E&G budget process. This position updates documents standards and develops workflow for all budgeting processes, identifies resources and touch points with stakeholders, and communicates the process. The incumbent will analyze workflow, standard operating procedures, and data; the analysis data could take the project in varying directions. This position assists in making recommendations on how to proceed and improve workflows or processes. |
| **Position Duties** | | 40% – Issues Research:  Evaluate existing College budget which can include grant management process (workflow) from the perspective of the Accountant to create optimal workflow, define (identify) critical dependencies, and ensure conformity to established Oregon State University (OSU) policy guidelines and uniform guidance. Determine quality of current workflow and identify gaps or needs per Uniform guidance and Office for Sponsored Research and Award Administration (OSRAA) policy. Determine quality of current workflow for college budgeting process and develop and document workflows. Recommend solutions and/or alternative options for process.  20% – Study Planning and Organization: Consult with Business Director, FAM to define the scope, objectives, and set time frame to develop standards and model current workflows for college budget and grant related processes and then recommend workflow improvements. Identify resource requirements.  20% – Implementation and Recommendations: Prepare report of study findings, conclusions, and recommendations; document recommendations and provide technical assistance during implementation. Identify policy bottlenecks in the report; help to prepare training materials (if needed).  20% – Technical Advisor:  Advise management on procedures/processes/workflows. Outline and make recommendations on changes in procedures or workflows, and recommendations regarding policy that impacts the grants management process. |
| **Minimum Qualifications** | | One year of specialized experience performing management improvement studies in areas such as: a) organizational analysis; b) systems and procedures analysis (manual or ADP); c) records management analysis; d) space utilization studies; e) work measurement or work simplifications studies; f) cost benefit analysis; g) budget analysis; or h) other related efficiency research or program operations review studies; AND a Bachelor’s degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration or a closely related field; OR three more years of experience assisting in planning and carrying out various management improvement studies in a least one of the areas a) through h) listed previously. NOTE: You must clearly describe in the “WORK HISTORY” section on your application, the methods used and type of studies performed in one or more of the listed areas a) through h). (Supervisory or management assignments do not normally satisfy the experience requirements for this classification unless they included responsibility for assisting or participating in planning and/or carrying out management improvement or program operations review studies. In order to receive credit for a degree or courses in a closely related field, you must submit a photocopy of your college transcript(s). |
| **Additional Required Qualifications** | | None |
| **Preferred (Special) Qualifications** | | Knowledge and understanding of pre-award proposal guidelines and experience with Cayuse.  Knowledge and understanding of post award process and expense monitoring for federal and state funds.  Experience researching policy and procedures for federal, state and University compliance.  Experience with Grant Reporting & Reimbursement Systems (GRRS).  Experience with Project Management of awards.  Excellent skills in developing budget spreadsheets in Microsoft Excel.  Experience conducting and designing surveys, and summarizing information to make recommendations.  Experience designing workflows for processes and documenting policy.  Demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | | Telecommuting is available for this position. |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P01538CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 07/01/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 05/15/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 05/22/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / Internal | |
| **Special Instructions to Applicants** | **This is an Internal Employment Opportunity**  Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Aviva Rivera, 541-737-5199, arivera@coas.oregonstate.edu  Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. The online application system will allow you to attach your transcripts if the PDF file is 9MB or less. If over 9MB in size, submit to contact person listed. Transcripts must be received by the closing date if not uploaded with your application.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**

1. Transcripts