

Management Analysts

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Description: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies.

Other Resources:

[ONET Link](#)

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Sample of Reported Job Titles: Administrative Analyst, Business Analyst, Employment Programs Analyst

Job Zone

Title: 5 - Extensive Preparation Needed

Education: Require graduate school.

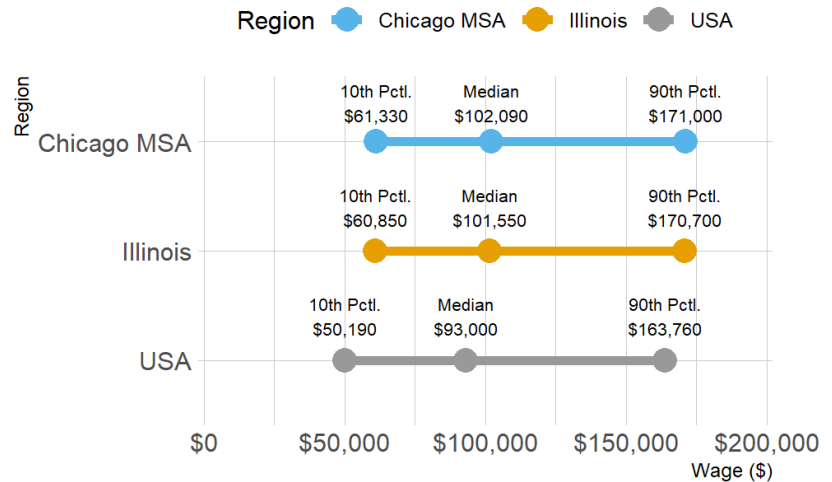
Experience: Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience.

Training: May need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Core Certifications: Certified Associate in Project Management, Certified Management Accountant, Certified Human Resource Analyst

Hot Technologies: Adobe Systems Adobe Acrobat, Adobe Systems Adobe InDesign, ADP Workforce Now, Advanced business application programming ABAP, AJAX

Region	Employment	Location Quotient	Median Wage
Chicago MSA	40,340	1.75	\$102,090
Illinois	46,990	1.53	\$101,550
USA	768,450	—	\$93,000



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes.

More than
yearly

97

Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.

More than
monthly

95

Analyze data gathered and develop solutions or alternative methods of proceeding.

More than
monthly

93

Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures.

More than
monthly

91

Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

More than
monthly

91