



CIVIL SERVICE COMMISSION

CITY OF COLUMBUS
invites applications for the position of:

Management Analyst II (Vacancy)

JOB TYPE:	Full-time
SALARY:	\$31.95 - \$47.92 Hourly
OPENING DATE:	05/18/21
CLOSING DATE:	05/29/21 11:59 PM
DEFINITION:	

This full-time Quality Improvement Coordinator will have primary responsibility for conducting data-driven, quality improvement initiatives that serve to expand the culture of quality department-wide and to implement quality focused initiatives that align with the department's strategic priorities, PHAB's Accreditation Standards, and evidence-based/ best practices.

Preferred experience and training:

- A master's degree in public health or social sciences related field of study.
- Advanced training in total quality management through an internationally/nationally/state recognized provider, including bringing teams through a model of improvement; facilitating process mapping exercises; conducting and tracking PDSA's; data collection and plotting on pareto/run/control charts; conducting data analysis; developing key driver diagrams.
- 2 years of experience leading quality improvement projects, or 3 years of experience facilitating curriculum/training on the model for improvement and use of various QI tools

Under direction, is responsible for performing research, analysis, recommendation, and consultation to management on diverse or complex issues and matters having a fiscal or operational impact; performs related duties as required.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Leads or conducts operational or administrative reviews, program evaluations, and special studies pertaining to various fiscal, operational, and managerial issues;

Researches and analyzes major operational or administrative issues and makes recommendations for resolutions or improvements;

Analyzes and proposes ways to improve an organization's productivity, efficiency, or budget;

Informs management of any situation current or anticipated that may impact budget, operations, or service deliveries;

Develops and recommends strategies for the implementation of new programs, projects, or policies pertinent to the mission of the department or division; participates in the implementation and/or training processes relating to these programs, projects, or policies;

Leads major policy and management projects, productivity studies, and operational and legislative reviews;

Serves as a resource or specialist on fiscal, operational, or other managerial issues affecting the department or division;

Writes, reviews, and analyzes fiscal or operational policies and procedures to ensure optimal effectiveness and efficiency;

Prepares financial impact statements; prepares reports of projected revenues and expenditures; identifies problems and recommends corrective actions;

Conducts financial studies to determine the availability of resources for funding current or new programs, projects, or services;

Researches, analyzes, and recommends various rate/fee structures and other options to enhance the viability of specific services, programs, or operations;

Prepares and monitors operating and capital improvement budgets and provides expenditure analyses;

Researches grant and revenue enhancement opportunities;

Evaluates grant programs for effectiveness and regulatory compliance;

Prepares comprehensive financial, statistical, technical, and narrative reports;

May supervise employees engaged in fiscal or operational activities.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree and four (4) years of professional experience researching, analyzing, and making recommendations, OR providing consultation to management on fiscal or operational matters, or matters pertaining to public or business administration. Substitution(s): A master's degree may be substituted for one (1) year of the required experience.

TEST/JOB CONTACT INFORMATION:

Recruitment #: 21-0780-V9
Employment Type: Full-Time (Regular)

Should you have questions regarding this vacancy, please contact:

Alisha Ardolino
Columbus Public Health Department

240 Parsons Avenue
Columbus, Ohio 43215
Phone: (614) 645-6046
Email: aaardolino@columbus.gov

The City of Columbus is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.columbus.gov/civilservice>

Position #21-0780-V9
MANAGEMENT ANALYST II (VACANCY)
SU

77 N. Front Street, Suite 330
Columbus, OH 43215
(614) 645-8300

meccard1@columbus.gov
