



CD08-53

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DEPARTMENT OF SOCIAL SERVICES

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July 15, 2008

M E M O R A N D U M

TO: EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: SUSAN SAVAGE, ASSISTANT DEPUTY DIRECTOR
PLANNING AND PERFORMANCE MANAGEMENT

SUBJECT: MANAGEMENT ANALYSIS SPECIALIST II VACANCY
QUALITY ASSURANCE UNIT

The Department of Social Services Children's Division is seeking an individual to fill a Management Analysis Specialist II (MAS II) vacancy in the Quality Assurance Unit in Central Office. This is senior-level professional work in the analysis of operations and development and implementation of improved managerial procedures and practices. The individual filling this position will be responsible for coordinating Child and Family Services Review (CFSR) activities and measuring agency performance against set standards as directed. The individual will be responsible for various aspects of consultation, technical assistance and support to various levels of field staff, Central Office staff, Specialists, Children's Division Management at all levels, and will consult with federal agency staff on a regular basis in order to coordinate CFSR activities and other federal reporting. The position is based in Jefferson City. Salary range for a Management Analysis Specialist II is \$38,700 to \$56,688.

Examples of work include:

- Formulates recommendations for improved organizational structure, policies, techniques, methods, systems, and procedures designed to help achieve the goals of the organization and the objectives of its programs.
- Prepares and analyzes data which can be used for program and performance improvement.
- Collects and analyzes facts concerning current organization and operations; participates in the development of recommendations for improved management policies, practices, procedures, and controls.

- Works with staff, employers, supervisors, administrative personnel, contractors, and consultants in gathering facts, providing advice, and implementing effective organizational methods and procedures.
- Exercises significant independence and initiative in the performance of responsibilities; receives general administrative direction.

Examples of knowledge, skills and abilities include:

- Intermediate knowledge of the general applications of information technology (such as use of MS excel spreadsheets).
- Ability to review, analyze, interpret, and/or prepare federal or state laws, rules, regulations, policies, and procedures as related to the assigned program.
- Ability to provide leadership and support to professional, technical, and related program staff.
- Ability to communicate effectively.
- Ability to establish and maintain working relationships with other employees, federal agencies, contractors, and consultants.

Experience and Education Requirements:

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

One or more years of experience as a Management Analysis Specialist I with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business or Public Administration, Economics, Finance, Industrial Engineering, Engineering Management, or a closely related field; and,

Two or more years of professional experience in management analysis, fiscal or financial analysis, operations research, or industrial engineering.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)

(A Master's degree from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

Please review additional job duties and minimum requirements of a Management Analysis Specialist at <http://oa.mo.gov/pers/ClassSpecs/0553.htm>.

Interested and qualified individuals should send a cover letter and resume to Children's Division, P.O. Box 88, Jefferson City, MO, 65103, attention: Stephanie Roettgen. Resumes may be emailed to Stephanie.Roettgen@dss.mo.gov or faxed to the attention of Stephanie at (573) 526-3971. Please submit resumes no later than the close of business on Wednesday, July 23, 2008. If you have questions, please contact Stephanie at 573-751-4920.

SS: MS