

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 12, 2008

MEMORANDUM

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

FROM: JIM HARRISON, DEPUTY DIRECTOR  
PLANNING AND PERFORMANCE MANAGEMENT

SUBJECT: MANAGEMENT ANALYSIS SPECIALIST II VACANCY  
INTERDEPARTMENTAL PLACEMENT 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 Interdepartmental Placement 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 perform work dedicated solely to the management of the Foster Care Case Management Contracts. The individual will also be the Project Director for the federal grant funded by the Children's Bureau to develop knowledge on public/private partnerships in child welfare service provision. The position is based in Jefferson City, with a salary range of \$38,700 to \$56,688.

**Examples of work include:**

- This position will review and evaluate the effectiveness of the organization and management of the foster care case management contracts as related to measurement of outcomes, assignment of cases, and cost reporting.
- 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 program, as related to the foster care case management contracts.
- Promotes the installation and use of management techniques and tools such as production planning and control, systems and procedures analysis, operational audits, management surveys, feasibility studies, methods analysis, quality control, and statistical sampling techniques. Surveys, quality control and statistical sampling techniques are especially important to this position.
- Evaluates the over-all operations on the effective uses of resources to meet current needs and organizational goals. Evaluation of monthly and quarterly expenditure reports submitted by contracted providers will be required.
- Evaluates operational controls, reports, plans of action, and other related procedures and systems on their usefulness and effect on management

capacity. Tracking and evaluation of corrective action plans to help meet contractual outcomes will be required.

- Coordinates with information technology staff in the design and installation of management information systems for the improvement of operations and management decisions. Participation in decision making with staff for data collection and analysis needs.
- Analyzes expenditures in the accomplishment of approved program objectives. Analysis of monthly invoices paid to contracted providers, and comparative analysis with monthly cost reports.
- Provides technical advice and assistance on management systems and techniques to administrative personnel as required on outcomes, data entry, cost reports, etc.
- Prepares and analyzes data related to foster care case management which can be used for program and performance improvement.
- Participate in activities related to Missouri's efforts in the Quality Improvement Center on the Privatization of Child Welfare Services project/grant.
- Performs other related work as required.

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: Cindy Theissen. Resumes may be emailed to [Cindy.Theissen@dss.mo.gov](mailto:Cindy.Theissen@dss.mo.gov) or faxed to the attention of Cindy at (573) 526-3971. Please submit resumes no later than the close of business on Friday, August 22, 2008. If you have questions, please contact Cindy at (573) 751-2502.

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