

CLASS TITLE: Chief Methods Analyst

CHARACTERISTICS OF THE CLASS: Under direction, supervises and performs complex analysis, evaluation and review of work methods and procedures utilized by department organizational units; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises complex analysis of problems related to work methods including procedures, records maintenance, organizational structure, personnel, equipment and facility usage; supervises the development of new work methods that are more efficient and goal oriented; develops procedural manuals and devises systems for continuous updating of manuals; confers with managerial personnel to identify and correct organizational and operational deficiencies; supervises training sessions in new procedures for departmental employees.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of experience in the analysis and design of work methods and procedures; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Thorough knowledge of the structure, goals and operations of a departmental organizational unit. Thorough knowledge of research methods and techniques. Good knowledge of organizational development.

Ability to assess processes and determine problems. Ability to gather and analyze information and present results clearly. Ability to work effectively with the general public, City officials and City employees. Ability to supervise others.

Good oral and written communication skills. Skill in the application of principles and practices utilized in the analysis of work methods.

October, 1988