



Make a difference
MAINE
State Government

Career Opportunity Bulletin

MANAGEMENT ANALYST I

(DATABASE ANALYSIS)

CODE: 039205 PAY GRADE: 21 (\$14.72 - 19.96/hr.)
Value of State-paid Health and Dental Insurance: \$310.74 biweekly
Value of State's share of Employee's Retirement: 18.54% of pay

OPENING DATE: *January 2, 2007*

CLOSING DATE: *January 16, 2007*

Only Employees With Promotional Status In The Department of Health & Human Services May Apply.

JOB DESCRIPTION:

The Office of Adults with Cognitive & Physical Disabilities has been the leader in the development of a major information system, Enterprise Information System (EIS). This system provides all data relevant to services provided, services requested, as well as resource allocation.

This position is a support to the EIS in collecting, researching and analyzing reportable events information. Responsibilities include presenting reports, facts, statistics and presentations that will indicate, measure, and determine the performance of the Mental Retardation System. This position reviews activities and findings, makes recommendations for changes, and makes updates to the system. This position also supervises six reportable events staff statewide.

The successful candidate will have experience with large enterprise database, or other extensive database experience. Experience with report development from databases, including the report design and data interpretation is also imperative.

MINIMUM REQUIREMENTS:

In order to qualify, you must have a Bachelors Degree in a Public or Business Administration, Industrial Engineering, or related field and three (3) years of experience in management analysis and/or methods or systems work, financial analysis, budget or cost allocation. Comparable work experience may be substituted for education requirements on a year-for-year basis.

GENERAL INFORMATION:

- The Department of Health & Human Services, Office of Adults with Cognitive & Physical Disability Services has a current vacancy.
- The location of this position can be flexible depending on where the candidate is located.
- STATEWIDE TRAVEL IS REQUIRED.
- ***YOU MUST COMPLETE THE REQUIRED SUPPLEMENTAL QUALIFICATIONS FORM AT THE END OF THIS BULLETIN IN ORDER TO BE CONSIDERED.***
- Qualified applicants will be placed on a special Employment Register which will be used to fill this vacancy. **You must submit a completed application for this position even if you are currently on any other register.**
- You need only submit ***one*** stamped, self-addressed envelope with your application for notification of your application/supplemental area(s) results.

TYPICAL DUTIES in this job classification include:

- Plans, directs, and manages the workload assignments to the MR Services Reportable Events Unit. Providing reports and information to management and regional staff to ensure that program objectives and standards are established and met.
- Coordinates the development, revision of components to EIS to enhance programmatic need and functional use of the case record system
- Creates complex data queries, to be distributed statewide use.
- Facilitates training for Adult Mental Retardation providers and Department staff (statewide) on usage of the Enterprise Information System.

TESTING PROCEDURE:

The information you provide with your application *and Supplemental Qualifications Form* will be compared to criteria developed by experts who are familiar with this job and its requirements, and converted to a numerical score.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

APPLICATION INFORMATION:

You must complete a State of Maine application form (revised October 2005) available at the Bureau of Human Resources in Augusta, all Maine CareerCenter Offices, and on our Web Page (www.maine.gov/bhr/state_jobs). The complete application must be submitted to:

BUREAU OF HUMAN RESOURCES
#4 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0004

TELEPHONE: (207) 624-7761 TTY: 1-888-577-6690

(Located at the Burton M. Cross Building, 4th Floor)

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.

The Bureau of Human Resources is unable to provide copies of submitted materials.

Maine State Government is an Equal Opportunity/Affirmative Action Employer



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SUPPLEMENTAL QUALIFICATIONS FORM

BUREAU OF HUMAN RESOURCES
 STATE HOUSE STATION #4
 AUGUSTA, MAINE 04333-0004

(Located at the Burton M. Cross Building, 4th Floor)

CANDIDATE'S NAME:		DATE SENT
CLASSIFICATION TITLE: Management Analyst I		OPTION: Database Analysis
		CODE: 039205

INSTRUCTIONS:

The statements you make will be the basis for evaluating your specific suitability for this particular work and provide the basis for making a numerical evaluation of training and experience. This form, upon submission to the State of Maine, becomes part of the examination process and is held to be confidential. *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.* Statements made on this form and in your application are subject to verification by the Bureau of Human Resources and the Appointing Authority.

Please check all that apply:

Work Experience Guidelines for this section ONLY:

- Work Experience must be full time equivalent (40 Hours/Week).
- To convert credit hours to months of experience use the following calculations: $\text{Total Credit Hours} / 2.5 = \text{Months of Experience}$.

Check Here if this experience applies to you.	Work Experience	Please list Employer Number or School from your employment application, where you gained this experience.
	I have a Masters Degree in Public or Business Administration, Industrial Engineering, or related field.	
	I have a Bachelors Degree in Public or Business Administration, Industrial Engineering, or related field.	
	I have an Associates Degree in Public or Business Administration, Industrial Engineering, or related field.	

Check Here if this experience applies to you.	Work Experience	Please list Employer Number or School from your employment application, where you gained this experience.
	I have at least one year of experience in financial analysis, *management analysis and/or methods or systems work, or budget and/or cost allocation.	
	I have at least three years of experience in financial analysis, *management analysis and/or methods or systems work, or budget and/or cost allocation.	
	I have at least five years of experience in financial analysis, *management analysis and/or methods or systems work, or budget and/or cost allocation.	
	I have at least seven years of experience in financial analysis, *management analysis and/or methods or systems work, or budget and/or cost allocation.	

*Management analysis and/or methods and systems work includes duties such as:

- Reviewing, examining, evaluating, analyzing **and** recommending changes to:
 - Unit organization or organizational structures.
 - Operations
 - Programs
 - Policies
 - Procedures, methods, or practices.
 - Information flow
 - Production methods.
 - Inventory control
 - Administrative, financial, and information management systems (computerized and non computerized)
- Statistical work, **including** identifying trends.
- Planning and research work.
- Gathering, compiling, and analyzing information **and** making recommendations.

Directions: Indicate your skill level by marking the appropriate boxes for each item listed. Be sure to include the source of your experience and/or training (i.e. the employer number or school from your application from which you derived your experience/training).

Novice..... I have some training/experience in this area but would need support from other technical staff or additional training to develop business applications for use by others. *You must have at least one year of experience in this area to check this box.*

Competent/Experienced..... I have skill in this area and am fully capable of applying this skill independently to develop business applications for use by others.

Expert..... I have in-depth knowledge of product/skill capable of functioning as technical resource/mentor to other professional/technical staff.

Education..... I have successfully completed coursework in this area.

Work Experience	No Experience	Education	Novice	Competent/ Experienced	Expert	Employer Number from Application or School
I have experience with large enterprise databases (Oracle, etc.).						
I have experience with other databases.						
I have experience with report development from databases including the report design and data interpretation.						
I have experience in the training or instruction of users in formal settings or through tech support operations.						
I have experience operating and using the current Enterprise Information System (EIS) used by the Department of Health and Human Services.						
I have supervised staff.						