Downloaded from <https://www.velvetjobs.com/job-descriptions/management-analyst>

# Example of Management Analyst Job Description

Our innovative and growing company is looking for a management analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for management analyst

* Provide support to all levels of management in Code 300 relative to manpower, position management, and personnel functions, proposed changes in organizational structure
* Identify and gather pertinent factual and statistical data and apply analytical techniques and methods in evaluating data
* Prepare reports of findings and present recommendations to improve the efficiency of Code 300 organizational programs and operations
* Provide support in determining manpower requirements by tracking statistics for Code 300, collecting and analyzing data to determine the necessity for work performed and the types of employees required to accomplish assigned functions
* Initiate and review requests for manpower requirement changes, respond to manpower issues and studies involving analysis of manpower quality and quantity and recommend appropriate actions
* Provide support with the management of the civilian personnel process
* Provide support with the review of assignment of personnel to assure compatibility with properly classified position descriptions, and recommend changes, as necessary, to assure proper alignment
* Review recruitment packages for supporting documents
* Collect data and respond to data calls
* Analyze proposed or estimated personnel losses based on attrition levels to project numerical on-board strength in Code 300

## Qualifications for management analyst

* Should be able to handle customer escalations and provide temporary and permanent solution
* Should be able to develop metrics and status/analysis reports
* Be flexible to work to provide support for 24x7 critical applications, as per assigned shift timings ( weekends/Ford holidays, when needed as per the plan)
* Wider working knowledge of data processing, statistical analysis is preferred
* Good communication, presentation and organization skills
* Familiar with first and third party reporting tools and CRM tools