



***JOB VACANCY ANNOUNCEMENT
MANAGEMENT ANALYST***

QUALIFICATIONS:

Preference given to a graduate of an accredited college or university. Any combination of experience and training that would likely provide the required knowledge and abilities will be considered. Skilled in problem interpretation, research, analysis, and resolution.

Must pass background check provided for the agency by the Family Care Safety Registry which includes the Missouri State Highway Patrol, Department of Social Services, Department of Mental Health, and Department of Health and Senior Services. Must not be on any "do not hire" list with the Department of Mental Health or the Missouri Division of Family Services.

ESSENTIAL FUNCTIONS:

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Regular and consistent attendance is an essential job function. Gather and organize information on problems or procedures. Analyze data gathered and develop solutions or alternative methods of proceeding. Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures. Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.

SUPERVISION:

This position is directly supervised and evaluated by President or designee. This position has no supervisory requirements.

SOUTHEAST MISSOURI BEHAVIORAL HEALTH

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Southeast Missouri Behavioral Health is an Equal Opportunity Employer: EOE/M/F/H
