

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

MANAGEMENT ANALYST IV ORIGINAL ENTRANCE

DUTIES: Under general direction, performs responsible work of an advanced management nature as principal assistant to the Budget Officer, as supervisor of the Budget Management Section of the Maintenance and Operations Department, or with duties of comparable responsibility.

REQUIREMENTS: The following requirements must be met by June 26, 2011:

1. Graduation from a four-year college or university majoring in business, public administration or a related field. Six years of experience in organization and methods work and/or budget analysis, preparation and administration. **Substitution:** Full-time graduate study in pertinent fields may be substituted for the required experience on a year-for-year basis. Additional professional level experience in organization and methods work and/or budget analysis, preparation and administration may be substituted for the required college education on a year-for-year basis.
2. Domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois covering approximately 90% of the county area.)

SALARY: The 2011 salary range is \$92,552.20 to \$133,829.54 per year with appointment usually made at the first (entry) step.

THE EXAMINATION will consist of an oral test, including a written exercise, weighted 100%. Candidates must achieve a passing score to have their names placed on the eligible list. The oral test will assess candidates' knowledge, skill and ability in areas such as management/organizational concepts; problem solving/analysis; managing, manipulating and presenting data using automated systems and software applications such as spreadsheets; organizational skills; governmental budgeting; contract administration; interpersonal effectiveness; reading and interpreting technical written material; supervisory concepts; and oral and written communication.

APPLICATION AND EXAMINATION PROCESS:

1. Applications may be obtained from the **Employment Service Office** of the District by phoning (312) 751-5100 or by visiting the District's web site at www.mwrd.org. **The filing period for this examination will be from Friday, May 13, 2011 through Friday, May 27, 2011.** Completed applications must be filed by one of the following methods:
 - a. Delivered to the **Employment Service Office**, weekdays from 8:45 a.m. to 4:30 p.m. from May 13, 2011 through May 27, 2011.
 - b. Sent by mail to the **Employment Service Office**, Metropolitan Water Reclamation District of Greater Chicago, First Floor, 100 East Erie Street, Chicago, IL 60611. Applications sent by mail must bear a postmark no earlier than May 13, 2011 and no later than May 27, 2011.
 - c. Submitted online through the District's Online Employment Center at www.mwrd.org from May 13, 2011 through May 27, 2011. Applications must be submitted by 11:59 p.m. Central Time on May 27, 2011.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by one of the methods described above. Descriptions and dates of education and experience should be very clear so that it is understood exactly how the applicant meets the minimum requirements.

2. All applicants will be advised in writing if they have been admitted to the examination process. Applicants who do not receive a response to their application by July 1, 2011 should contact the Employment Service Office at (312) 751-5100. The tentative dates of the oral test are **Friday, July 8, 2011** and **Saturday, July 9, 2011** (if necessary to accommodate the number of candidates). Candidates will be informed in writing of the date, time and place of the oral test.

VERIFICATION OF QUALIFICATIONS: Prospective employees will be required to provide documentation of the required education and/or experience upon employment.

APPOINTMENTS will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. This examination is also being given on a Promotional basis. In instances where both Original Entrance and Promotional eligible lists result from an examination process, it is the District's practice to appoint only from the Promotional eligible list until all names from that list have been considered. The probationary period for this classification is one year. The eligible list has a duration of three years. New employees will be required to pass a physical examination which will include a drug test.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Reasonable accommodation for individuals with disabilities will be made in accordance with applicable laws. Requests for testing accommodations are to be made within one week after the close of the filing period. For information regarding accommodation for individuals with disabilities, phone (312) 751-5175 (voice) or (312) 751-5916 (TTY).

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MANAGEMENT ANALYST III
ORIGINAL ENTRANCE

DUTIES: Under direction, performs responsible work of an advanced nature in the analysis, preparation and administration of the annual budget and in the conduct of organization, staffing, and methods studies. May supervise subordinate professionals and other support personnel.

REQUIREMENTS: The following requirements must be met by June 26, 2011:

1. Graduation from a four-year college or university majoring in business, public administration or a related field. Four years of experience in organization and methods work and/or budget analysis, preparation and administration. **Substitution:** Full-time graduate study in pertinent fields may be substituted for the required experience on a year-for-year basis. Additional professional level experience in organization and methods work and/or budget analysis, preparation and administration may be substituted for the required college education on a year-for-year basis.
2. Domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois covering approximately 90% of the county area.)

SALARY: The 2011 salary range is \$82,457.70 to \$121,234.88 per year with appointment usually made at the first (entry) step.

THE EXAMINATION will consist of an oral test, including a written exercise, weighted 100%. Candidates must achieve a passing score to have their names placed on the eligible list. The oral test will assess candidates' knowledge, skill and ability in areas such as management/organizational concepts; problem solving/analysis; managing, manipulating and presenting data using automated systems and software applications such as spreadsheets; organizational skills; governmental budgeting; contract administration; interpersonal effectiveness; reading and interpreting technical written material; and oral and written communication.

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